

Milton Mount Primary School

PARENTAL REQUEST TO SCHOOL TO AUTHORISE AN ABSENCE IN EXCEPTIONAL CIRCUMSTANCES



Child's Name	
Date of birth	
Year group and class	
Name of person making request and relationship to child	
Address	
Phone Number	
Dates your child will be absent from school	
Where are you travelling to?	
Please can you confirm that this request has been discussed and agreed with any adult that has Parental Responsibility for the child/children named above	

Absences will only be authorised if this request is made in advance of the dates your child will be absent from school AND if the circumstances of the absence are exceptional. There is no entitlement to take a child out of school for a family holiday.

The law states that parents must ensure their children regularly attend school to receive their education. The head teacher can only authorise absence in exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short.

Whether the absence is exceptional is at the head teacher's discretion based on their assessment of the situation and can vary from school to school. A weeks' absence for holiday and a weeks' absence for illness would give an attendance figure below 95%. The government considers attendance unacceptable below 97%.

The head teacher will consider the reasons for your absence request. You may be asked to provide evidence to support your request. Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the head teacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.

If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.

Why is this absence exceptional? (continue on a separate sheet if necessary)
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Declaration

I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates' Court.

I hereby sign this parental request with full knowledge and understanding of the above information.

Signed:.....
(Parent/Carer)

Date:

Full Name:.....

Unless further information is required, a decision will be sent to you within 5 school days.



Crawley Schools Leave of Absence Policy

Parents must state why they consider it essential for them to take their child out of school as absence from learning has been proven adversely to affect children's academic progress.

Schools cannot authorise absence except in unavoidable and exceptional circumstances. Examples of this would be:

- Funeral of an immediate relative.
- Religious observation on days officially set apart by the religious body to which the parents belong.
- Close family wedding.
- Medical appointments which cannot be arranged outside the school day.
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Genuine illness will be authorised, although the school reserves the right to ask for confirmation from a medical professional if a child's absences are above the amount expected for a usually healthy child.

Unacceptable reasons for absence will be classed as unauthorised. Regardless of whether the absence is authorised or unauthorised, if after ten days the pupil fails to return and no contact can be made with the parents/carers, the school will make a referral to Pupil Entitlement: Investigation (PEI). Child Missing Education Team (CME) will then make reasonable enquiries. If the school can make contact with the parents/carers, it will warn them, if possible in writing, that it will consider taking the pupil off roll if s/he does not return by an agreed date. If the pupil does not return within 20 days and no reasonable explanation is given, the school will consult with CME and, in line with DfE guidance, consider taking the pupil off roll. If taken off roll, parents/carers would need to reapply for a place through West Sussex County Council Admissions (North) on their return. A place cannot be guaranteed at the current school.

There is no legal entitlement to holidays during term time and this should be avoided if at all possible. It will automatically be classed as unauthorised absence and after 5 days, a fixed penalty notice and fine will be issued.

CRAWLEY PRIMARY SCHOOLS WITHDRAWAL FROM LEARNING

Child's Name: _____ Dates requested: _____

Class: _____ Number of days: _____

Has been authorised

Has not been authorised

Reason for non-authorisation (to be highlighted):

- There is no legal entitlement to holidays during term time and this should be avoided if at all possible. They will automatically be classed as unauthorised absence.
- Previous/current attendance is less than 97%.
- The 'once in a lifetime' event could have reasonably been scheduled at another time.
- The period of absence requested exceeds that required for the 'unavoidable and exceptional event'.
- The reasons provided do not constitute 'exceptional circumstances'.
- Other:

SIGNED:

DATE:

Mrs A Holmes

