

Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please note:** There is no general right to authorised absence for a family holiday or other absence for the purpose of leisure or recreation. If you take your child out of school without permission the absence will be unauthorised, and the local authority will consider legal action.

You are advised not to make any arrangements until your request has been considered.

Section A – to the headteacher, I wish to apply for

Child's name: _____ Class: _____

To be authorised as absent from school (please include dates and time):

from _____ to _____ (inclusive dates)

If your child has siblings that are also applying for a leave of absence, please enter their name and school below:

Child's name(s): _____ School(s): _____

Section B Please explain why you are applying for an authorised absence and the **circumstances** which make your application **exceptional**; and therefore, the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event, please confirm the date of the event and explain your travel arrangements.

Section B – continued

Section C

I am/we are the parent/s/carer/s requesting to remove my/our child from school for the above mentioned absence. **The information I/we have given on this form is correct.**

Please list all adults with parental responsibility who have agreed to this absence or will be accompanying the child during this time.

Name (Parent/carer): _____

Address (Parent/carer): _____

Signature (parent/carer): _____ Date: _____

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Signature (parent/carer): _____ Date: _____

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Section D – for school use only.

Tick as appropriate.

☐ Request approved for ____ number of days from the dates and times _____

☐ A personal discussion with you is requested. Please contact: _____

☐ Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

PLEASE NOTE: This leave of absence form serves as a Warning to parent/carer. Any unauthorised absence during this period may be subject to a Penalty Notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three-year period

A Penalty Notice may be issued per parent/carer, per child (i.e. if two parents have two children this may result in four Penalty Notices – two Penalty Notices per parent).

Headteacher: _____ Date: _____

Current attendance rate: _____

Schools are now authorised to issue Penalty Notices to parents who attempt to avoid penalties by scheduling holidays below the threshold, including during weeks containing Bank Holidays or INSET days.

New attendance rules

There are new rules for unauthorised absences, whether this is due to holiday, irregular attendance, or otherwise.

1 I'm a parent and I want to take my child out of school for a half or full day.



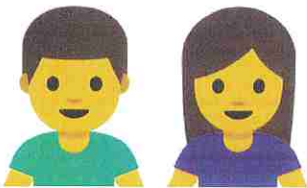
Any absence must be recorded on an absence request form. The form enables us to communicate whether an absence will be authorised or unauthorised. Holiday requests will not be authorised. If your child will miss 5 school days, they will be given a penalty notice fine. The fine is £80 per parent, per child, if you pay it in 21 days, otherwise it is £160.

For each child a penalty is given...



4 children & 1 parent = £320
Doubled to £640 if not paid in 21 days

For a family of 2 parents & 2 children



+£80 +£80
+£80 +£80

£160 x2 = £320

Doubled to £640 if not paid in 21 days

What happens if school suspects children are actually on holiday?

Photos on Facebook?
Foreign mobile dial tone?
Other children talking about your holiday?
Amazing sun tan?
Home visit shows no-one at home?



Please don't be offended if we ask for evidence or mention these questions to you. We're required to do this to ensure a fair system!

2 What about subsequent absences? Is it still the same penalty amount?

No, not anymore. If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence OR pattern of irregular attendance, which is unauthorised then...

2nd TIME
2 parents and...
1 child = £320
2 children = £640
3 children = £960
4 children = £1280

NO DISCOUNT FOR EARLY PAYMENT

3rd TIME
A penalty notice fine **will not** be given. Instead, your case will be taken forward for prosecution. A magistrate can fine each parent £2500 for each child.

1 parent & 2 children = £5,000
2 parents and 2 children = £10,000

3 What about irregular attendance? Could I get a penalty notice?

If your child is absent (or late after registers) for 10 or more sessions in 10 weeks, and their absences are unauthorised, then the school is required to issue penalty notices / prosecution.



So, half a day here and day there could all add up to 10 sessions in 10 weeks (across years or terms). If unauthorised, then it would be a penalty notice. Remember, 1 day is 2 sessions (morning and afternoon).

YES

4 What are typical reasons given that won't be authorised?

Examples of unauthorised absences

A family member or child's birthday
Shopping for uniforms
Inadequate clothing for school
Child being used as a carer
Problems with transport
Visiting relatives abroad

Sickness of parent or sibling
Sibling's school closed
Refusing to attend, but able to
Poor family organisation
Family holidays
No absence request completed
Non-essential appointments



Where attendance is irregular, or historically poor, sickness absences may be unauthorised unless medical confirmation by a GP surgery is given.

EVERY DAY COUNTS – ATTEND TODAY, ACHIEVE TOMORROW