

Chew Valley School - Pupil absence request for exceptional circumstances

Amendments to the 2006 regulations (2013) make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents do not have the automatic right to withdraw pupils from school and, in law, have to apply for permission in advance. Please complete this form and send to the Headteacher. You are advised not to make arrangements until your request has been considered by the school. Absence which has not been agreed in advance by the Headteacher is marked as "unauthorised absence" and may result in a penalty notice being issued (see the back of the form for details of this).

I wish to apply for (Child's name)	
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Tutor group	
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To be authorised as being absent from school **from:** _____ **to** _____
(Inclusive dates)

The **exceptional** reason why the absence needs to be taken in term time is:

Please list below any **siblings and schools** they attend:

Signature: (Parent/Carer)		Date:
Print name (Parent/Carer)		
Date of Birth (Parent/Carer)		
Address: (Parent/Carer)		

Additional adult with parental responsibility

Name:	
Date of Birth:	
Address (if different from above)	

SCHOOL USE ONLY

Attendance officer		Headteacher		Attendance officer	
% attendance		Authorised (Y/N)		Date request received	
% unauthorised		Penalty Notice (Y/N)		Date passed for authorisation	
# of unauthorised sessions		Code		Date returned to parent	
Previous holiday requests:		Signed:		Tutor/HOH informed (tick)	
				Code entered (tick)	

Guidance

Education (Pupil Registration) (England) Regulations 2006 has 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. The expectation of the Local Authority is that term time holidays should not be planned or booked as a matter of course as they are likely to be unauthorised and will lead to the issuing of a penalty notice (fine).

Exceptional circumstances

Are defined as:

- Forces Personnel on leave from a foreign posting
- **Significant** family events or circumstances – these will be considered on an individual basis with you.

The Headteacher will consider every above request individually but the following will not meet the criteria:

- Relatives coming to visit
- Cheaper holidays in England and abroad
- Family day trips
- Visiting family/friends who have different half terms or holidays

Authorised officers have the discretion to issue a penalty notice without warning where the parent has chosen to take the child on leave during term time without authorisation or evidence is subsequently found to suggest a child was away from school with the knowledge of the parent and does not meet the statutory defences mentioned below.

Penalty Notices

The Education Act 1996 places a duty on parents/carers to ensure regular school attendance of all registered pupils. The local authority also outlines on their website the procedure for issuing a fixed penalty notice. These start at a £80 per parent, per child and the maximum penalties under Section 444 of the Education Act 1996 for failing to ensure that a child attends regularly are:

- A fixed penalty not exceeding level 4 on the Standard Scale (£2,500) and/or
- Up to 3 months imprisonment.

Dear Parents/Carers of

Your request for absence on has been authorised

unauthorised

If you would like to discuss this decision please contact Mr Stirling-Turner, Assistant Headteacher.