



BOWNESS-ON-SOLWAY PRIMARY SCHOOL **ABSENCE REQUEST FORM**

The law states that parents/carers do not have a legal right to take their children out of school for holidays during term time.

Regulation 7 of the 2006 Regulations is amended to prohibit the headteacher of a maintained school from granting leave of absence to a pupil except where an application has been made in advance AND the headteacher considers that there are **exceptional circumstances** relating to the application.

Authorised / Unauthorised Absence

Absence from school is authorised for:

- Bereavement;
- Extreme weather (where it would be a safety risk to attempt to come to school);
- Illness.

The headteacher, on behalf of the governors, will consider requests for absence, outside of the above categories, only in exceptional circumstances.

It should be noted that this list does not include family holidays.

The headteacher will take into account government guidance when considering what constitutes an **exceptional circumstance**. The following are **not** considered to be exceptional circumstances:

- Availability of affordable holidays or holidays which suit parent/carer working patterns.
- Availability of desired accommodation.
- Holiday absences overlapping with the beginning or end of a term.

Examples of exceptional circumstances include:

- A parent, grandparent or other close relative being seriously ill;
- A significant trauma in the family;
- A once-in-a-lifetime event.

Parents/carers should return this form (see overleaf) to Mr Walsh, explaining the exceptional circumstances for this request, and providing documentation as evidence. A discussion with him would be helpful before a request for absence due to exceptional circumstances is made.

When a holiday is taken and the school has not authorised the absence, the Local Authority may issue a penalty notice.

Please see our School Attendance Policy for full information on penalty notices.

Repeated unauthorised absence can result in further legal action including prosecution.



ABSENCE REQUEST FORM

Please carefully read the letter on the other side of this form.

Name(s) of Child(ren):	Year Group(s):
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Period(s) of Absence Requested		
From:	To:	Number of days:

Please fully explain the *exceptional circumstances* that you would like the school to consider. This section must be completed.

Name of Parent / Carer:	
Name of the adult your child(ren) will be with during this period of absence (if different from above):	
Signature of Parent / Carer:	Date:

For internal use only:

Date form received:	No of days' holiday taken this academic year:	No. of days illness this academic year:	Current attendance (%):
Office Signature:		Date:	

Child's Name: _____ Year Group: _____

Date Requested:	___ / ___ / ___	to	___ / ___ / ___	No. of days:
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AUTHORISED Your request has been authorised.

UNAUTHORISED Your request for a leave of absence during term time has not been authorised (NB – if you proceed to take the absence, this may result in a Penalty Notice being issued).

Signed: _____ (Headteacher) Date: ___ / ___ / ___