# Absence from School For Exceptional Circumstances Request Form

## Notes to Parents / Carers

From September 2013 The Department for Education have made amendments to the regulations with regard to school attendance. As such, Headteachers will **no longer be allowed to authorise leave of absence for any family holiday** unless there are exceptional circumstances.

In order for the Headteacher to consider your request for authorised absence in term time:

- You must have Parental Responsibility and be the parent/carer with whom the child normally lives.
- Permission must be sought in advance (where possible, at least one month).
- You must fully explain the exceptional circumstances. (Examples may include catastrophic events, close family weddings and bereavement.)
- If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on child's satisfactory attendance record up to the date covered by this request.
- The number of days authorised for this would be determined by the Headteacher.

**To: The *Headteacher of Tylers Green Middle School.***
*I wish to apply to have an absence authorised for*:

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|---|---|
| **Name of Pupil :** | Name : _____ Class : _____<br>**(Please note a separate form must be completed for each child in the family).** |
| **Proposed Dates of Absence :** | From : _____ To : _____ (inclusive) |
| **Reason for Absence :** | Please fully explain the **exceptional circumstances** that you would like the school to consider. This section must be completed.<br><br>(Please continue on a separate sheet, if needed.) |
| **Signed by Parents/Carers:** _____ **Date :** _____<br>**Please Print Name :** _____ | |

| Office use only | | ☐Absence authorised Code ____<br>☐Absence unauthorised<br><br>Signed _____ Headteacher |
|---|---|---|
| Date form received | No of school days absence requested | |
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**This portion to be returned to parents/carers**

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child's attendance drops below a level that the school deems acceptable,

**Pupil name**……..... **Class**.……

☐ Absence authorised from ……to ….……..……. (Inclusive)

*Please note, you should contact the school should any delays occur in your return.*

☐ Absence unauthorised from ……to ….……..……. (Inclusive)

Current attendance …… % as of ……/……/20……

Signed ……..…… (Headteacher) Date……..……..…

**IMPORTANT: Please read carefully the information below.**
**WARNING: Parents whose children are on a school register and fail to ensure the regular school attendance of their children, may be guilty of an offence under Section 444 or 444 (1A) of the Education Act 1996. The council may issue a Penalty Notice or take other statutory action through the courts to secure regular school attendance.**
**As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.**