



PUPIL ABSENCE REQUEST FORM

This is a request for a leave of absence to be granted by school for my child/children.

Destination Dates of absence: From until

Number of school days which will be missed (do not include weekends or school holidays)

Do you feel this request constitutes 'exceptional circumstances'? YES/NO If yes, please explain your reasons below:

Please briefly explain the reasons why this absence cannot be taken outside of term time:

Please select the category below which you feel best fits your reason for absence (Please circle as appropriate)

Exceptional Circumstances (C)	Holiday (H)	Religious Observation (R)	Other Approved Educational Activity/ Educated Off Site (B)
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Child's Current % Attendance (School Office to Complete)

Have you taken any other absence in term time during this school year? YES/NO If YES, how many school days were missed?

Name(s) of parent or guardian:..... Signed Date

To be completed by parent	
Please list the names of all children who require permission for this holiday.	
Name of child (please print)	Class

To be completed by the school

Request authorised: YES NO (Please circle as appropriate)

Acknowledged by..... Signed.....

Date:.....

Parents - please note that holidays taken in term time without prior permission from school may result in legal sanctions for irregular attendance being taken. You could be issued with a penalty notice which is a fixed penalty fine or prosecuted in the Magistrates' Court.

Extract from West Jesmond Primary School Attendance Policy 2019 referring to requests for term time absence

Requesting absence during term time

Absence during term time has the potential to interrupt continuity of teaching and learning, as well as disrupt the educational progress of individual children. West Jesmond Primary School aims to minimise the amount of time lost to term time absence through a policy which actively discourages parents from arranging periods of absence during term time unless in *exceptional circumstances*.

This policy is intended to be a clear statement regarding the issue of term time absence, and to ensure that the amount of teaching and learning time lost to absence such as term time holidays, is as a result, minimized. The Head of School will be consistent in making robust and informed decisions with regard to the authorising /non-authorising of leave for absence to ensure that parents develop a consistent understanding of the response which they may expect.

The Head of School will decide what might constitute as “*exceptional circumstances*”.

Such circumstances might include the following:

- A parent, grandparent or other close relative is seriously/terminally ill;
- There has recently been a death or significant other trauma in the family and it is felt that an immediate period of absence might help the child concerned better deal with the situation.

Legislation and requests for term time absence

Previously, regulations allowed the Head teacher to grant leave of absence for the purpose of a family holiday during term time in ‘special circumstances’ of up to ten school days leave per year. The Head teacher was also permitted to grant extended leave for more than ten school days in ‘exceptional circumstances’. From the 1st September 2013, amendments to the 2006 Education (Pupil Registration) (England) Regulations removed references to family holiday and extended leave, as well as the statutory threshold of ten school days. The amendments make clear that the Head teacher may not grant any leave of absence during term time unless there are *exceptional circumstances*.

Please note that holidays taken during term time, without prior permission from school, could result in legal sanctions for irregular attendance being taken. These legal sanctions are set out as amendments to the 2007 Regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013. These amendments will again come into force from 1st September 2013. The 2007 regulations set out the procedure for issuing penalty notices (a £60 fine payable within 21 days or £120 within 28 days) to each parent who fails to ensure their children’s regular attendance at school.