



IMPORTANT: Before completing this form please read the 'Notes' overleaf carefully. These clearly explain the circumstances under which an absence from School can be considered. This form should be completed by a parent with whom the child(ren) lives.

TO THE HEAD TEACHER

I wish to apply to have an absence authorised for:

Pupil name(s)		Year(s)	
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Period Absent

From		To	
Number of school days that will be missed			

Please explain the reason for the absence (consider that the school will use this to determine whether the 'exceptional circumstances' criteria is met.

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You are asked to sign this request to confirm that the information provided above is correct, and that you have read the information contained in the **Notes to Parents** overleaf.

<i>Name of parent completing this form</i>	<i>Signed</i>	<i>Date</i>

NOTES TO PARENTS/CARERS

- Schools are only allowed by law, to authorise non-medical absences if requested in advance by a parent with whom the pupil normally resides.
- A school can only authorise such a request if they are satisfied that there are “exceptional circumstances” which apply.
- However, even if there are exceptional circumstances, schools can still consider any other relevant factors such as previous attendance rates; the ability of the pupil to catch-up on missed work; the wider impact of missing the specified period of time.
- Schools must be extremely cautious about approving such requests if the pupil’s education is likely to be significantly impacted upon.
- Parents should ensure that they know whether the absence will be authorised or not before they go away as an unauthorised absence will likely result in a penalty notice or court summons being issued to the parent for each pupil affected. **It is therefore recommended that this completed form is sent into the school at least three school weeks before the intended absence.**

WARNING TO PARENTS

If this request is unauthorised by the school, a penalty notice may be issued by the Local Authority.

Parents should note that only one penalty notice per parent per child will normally be issued within a two-year period. If there is a second occasion within the two year period where a penalty notice would have been issued then court proceedings may follow.

AVOIDABLE ABSENCE IN TERM TIME

THE FACTS	THE LAW
<ul style="list-style-type: none"> • School aged pupils are expected to attend punctually on the 190 days that the school is open. • Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc.), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances. <p>WHAT YOU SHOULD CONSIDER</p> <ul style="list-style-type: none"> • Research suggests that pupils who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the pupil is studying for final year examinations. • Children who struggle with English or Mathematics may also find it even harder to cope when they return to school. • If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence. 	<ul style="list-style-type: none"> • The law allows schools to consider individual requests to authorise a future avoidable absence. • However, before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. • It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. • The request for leave must come from a parent with whom the pupil normally resides • If a pupil then stays away from school for more than the authorised period, this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance. • If the pupil is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006. • In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. • If a pupil is removed from roll, there is no guarantee that the child will regain a place at the school.