

Parental Request to school to authorise an absence in exceptional circumstances

Academic Year 2019/2020

Pupils are **only** in school for 190 days each year.

There are 175 other days for holidays and other activities.

80% attendance represents **1 day off a week.**

90% attendance represents **1 day off per fortnight.**

Child's Name	
Date of birth	
Year Group	
Class/form	
Name of person making request & relationship with child	
Address	
Phone Number	
Dates your child will be absent from school	
Number of days absence	
Sibling requesting absence at Chesswood?	

Absences will only be authorised if this request is made in advance of the dates your child will be absent from school AND if the circumstances of the absence are exceptional. There is no entitlement to take a child out of school for a family holiday.

The law states that parents must ensure their children regularly attend school to receive their education. The Head Teacher can only authorise absence in exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short.

Whether the absence is exceptional is at the Head Teacher's discretion based on their assessment of the situation and can vary from school to school. A weeks' absence for holiday and a weeks' absence for illness would give an attendance figure below 95%. The government considers attendance unacceptable below 95%.

The Head Teacher will consider the reasons for your absence request. You may be asked to provide evidence to support your request. Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the Head Teacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.

If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.

Continued over.....

Why is this absence exceptional?

(continue on a separate sheet if necessary)

I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates' Court.

Signed: Date:
(Parent/Carer)

Full Name:

Unless further information is required, a decision will be sent to you within 5 school days.

School office to complete this section:			
Attendance 2017/2018	%	Green	More than 95% Satisfactory
Current Attendance:	%	Amber	85% to 94% Need improvement
Colour Code: Green / Amber / Red		Red	Less than 85% Unsatisfactory
Mrs South to complete this section:			
Your request is approved and the absence as set out above is duly authorised		The code placed in the register will be:	Annual Family Holiday H
			Performance (Licence required) K
			Religious Observance R
			Educated Off Site B
			Other Authorised Circumstances C
			Family Holiday not agreed. Fixed Penalty Notice served for 10 sessions (5 days) and over G
Your request is not approved . If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:			
Reason:			
Signed:			Dated: