



Absence from Learning Request

For unavoidable and exceptional circumstances and religious observance

Child's name:			
Date of birth:			
Class:			
Absence requested from:		To:	
Total number of school days requested:			
Name of person making request:			
Relationship to child:			
Address:			
Telephone No:			

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 or not 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 are asked to provide evidence to support your request such as appointment letters, wedding invitations, employers' letters confirming holiday restrictions. 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.

Absences for religious observance must be exclusively set apart for this purpose by the religious body to which the parents belong and the school may seek confirmation from appropriate authorities. As a rule, school will only authorise one day for such requests. Further days will be treated as a holiday request.

Please state why you are requesting this absence, detailing the circumstances you consider to be unavoidable and exceptional in this case. You may attach supporting evidence/ continue on a separate sheet if necessary.

I confirm that the information 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 but my child does not attend school, the absence will be recorded as unauthorised. I understand that I must ensure my child attends school regularly and that failure to do so is a criminal offence which may result in legal proceedings being taken against me, either through a fixed penalty notice or by prosecution in the Magistrates' Court.

Signed:

Date:

Full

Name:

FOR OFFICE USE ONLY

This absence is

Authorised

School stamp:

Unauthorised

Date:

Reason:

- There is no legal entitlement to holidays during term time.
- This 'once in a lifetime event' could have been scheduled at another time.
- Period of absence requested exceeds that required as 'unavoidable and exceptional' for this event.
- The reasons given do not constitute 'exceptional and unavoidable' circumstances.
- Previous/ current attendance is less than 95%
- Other/ Notes:
