



Federation of Bishop Sutton and Stanton Drew Schools
Pupil absence request for exceptional circumstances



Amendments to the 2006 regulation (2013) make it clear that Head teachers may not grant leave of absence during term time unless there are exceptional circumstances. Parents do not have the automatic right to withdraw pupils from school and, in law, have to apply for permission in advance.

Please complete this form and send to the office who will pass it on to the Head teacher. You are advised not to make arrangements until your request has been considered by the school.

Absence which has not been agreed in advance by the Head teacher is marked as “unauthorised absence” and may result in a penalty notice being issued (see the back of the form for details)

I wish to apply for (Child’s name).....

To be authorised as absent from school from.....to.....

The exceptional reason why the absence needs to be taken in term time is:

.....

.....

.....

Signature (Parent/Carer).....Date.....

Print Name (Parent/Carer).....

Date of Birth (Parent/Carer).....

Address (Parent/Carer).....

Additional Adult with parental responsibility:

Name.....

Date of Birth.....

Address (if different from above).....

For school use only

Office		Head teacher		Office	
% attendance		Authorised (Y/N)		Date request received	
% unauthorised		Penalty notice (Y/N)		Date passed for authorisation	
No. of unauthorised sessions		Code		Date returned to parent	
Previous holiday requests:		Signed:			

Guidance

Education (Pupil Registration) (England) Regulations 2006 has been amended (as of 1st September 2013) to prohibit the proprietor (Head teacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application. The expectation of the Local Authority is that term time holidays should not be planned or booked as a matter of course as they are likely to be unauthorised and will lead to the issuing of a penalty notice (fine).

Exceptional circumstances

Are defined as:

- Forces Personnel on leave from a foreign posting
- Significant family events or circumstances.

Every request will be considered individually but the following will not meet the criteria:

- Relatives coming to visit
- Cheaper holidays in England and abroad
- Family day trips
- Visiting family/friends who have different half terms or holidays

Authorised officers have the discretion to issue a penalty notice without warning where the parent has chosen to take the child on leave during term time without authorisation or evidence and it is subsequently found to suggest a child was away from school with the knowledge of the parent and does not meet the statutory defences mentioned below.

Penalty

Through section 444A and section 444B of the Education Act 1996, it has become possible that certain cases of unauthorised absence can be dealt with by way of a Penalty Notice. Penalty Notices require each parent of a child of compulsory school age, whose attendance has been unsatisfactory, to pay a penalty, currently £60 if paid within 21 days or £120 if paid within 28 days.

If you do not pay the Penalty Notice - in such cases you will be automatically summonsed to appear in Court for an offence under Section 444(1) Education Act 1996 and can result in a criminal conviction recorded against you.

Courts have a wider range of sentencing options, which could include a maximum fine of up to £2500.

The only statutory defences to the offence under Section 444(1) Education Act 1996 are:

- The child was absent for medical reasons
- The LEA failed to provide transport when required to do so
- The absences were due to religious observance
- You had the permission of school or there was an unavoidable cause

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Dear Parents/Carers of.....

Your request for absence from.....tohas been authorised

Your request for absence from.....tohas not been authorised

If you would like to discuss this decision please contact Mr Cook, Head teacher.