



Absence from School for Exceptional Circumstances Information for Parents

School name:					
Name:		Date of birth:		Class:	
Address:					
Contact numbers:					
Sibling Details of Compulsory Age (or other children living in the household)					
Name:		Date of birth:		Class:	
Name:		Date of birth:		Class:	
Name:		Date of birth:		Class:	
I request permission for my child to absent from school between: -					
Date of First Day of School Absence:		Date of Return to School:		Total of Absent School Days:	
Please detail below the reason for your request for absence from school in term time and include any supporting information.					
Parents Declaration: I have read the Absence from School for Exceptional Circumstances Information for Parents and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request.					
Signed: (Parent/Carer)			Date:		
Full Name:					



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For School Use Only

The school has considered your request for leave of absence and your child's absences will be recorded as follows:					
Number of Authorised Sessions:		Number of unauthorised sessions:		Number of unauthorised sessions to date:	

Signed: Position:	Date:
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Original signed and completed forms to be retained with pupil records.

Copy should be returned to parent/carer to confirm authorised absence prior to the intended absence period.

<u>Document filed:</u>	<u>Date:</u>
<u>Letter sent to parents:</u>	<u>Date:</u>

You are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. **Please note this is not an entitlement.** The



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Headteacher will only authorise absence in line with Oxfordshire County Attendance Team 'Absence from School for Exceptional Circumstances Policy'. Headteachers will not authorise absences if they believe it is to the detriment of a child's education. **Please note that supporting documents to aid decision making should be submitted at the time of your request for absence.**

There is no longer a provision in law for Headteachers to authorise absence for the purpose of a term time holiday. **Exceptional circumstances are things like a bereavement that directly affects the child or religious observance.**

If your request is authorised, you are required to ensure your child catches up on any missed work. This is your responsibility and school are not obliged to provide work for your child to complete. Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court.

Penalty Notices

Under the Anti-Social Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the Headteacher has not given permission for or where the explanation has not been provided by the parent. If your child accrues 10 sessions of unauthorised absence you may be liable for a penalty notice (one days absence equals two sessions, and there for a five day absence is equal to 10 sessions etc.)

Fines are issued via post direct from the County Attendance Team and are used as a deterrent to prevent a pattern of unauthorised absence developing. It is important to complete a request for exceptional leave form and submit it to the school, allowing for sufficient time to enable to school to consider the request and inform the parent of the decision.

If your request is declined and you still take your child out of school, each parent within your household may be issued with a £60 penalty notice for each child that you have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £120. If after 28 days it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.

Support and guidance for attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, please contact school on 01295 263026 or email m.dowling@banburystmarysschool to discuss this.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from the school first. Headteachers cannot retrospectively authorise absence from school under any circumstances.