

ABSENCE REQUEST FORM (exceptional circumstances only)

I wish to apply to have an 'avoidable' absence authorised, for:

| | | | |
|-----------------------------|--|--------------------|--|
| Child's name | | | |
| Class/Year | | | |
| Date from | | date to(inclusive) | |
| Name of Parent(s)/Carer(s): | | | |

Please fully explain the exceptional circumstances that you would like the school to consider. This section must be completed.

Please continue on a separate sheet if needed.

I understand that leave of absence will only be granted in exceptional circumstances. Should this not be granted and I take my child/rem out of school, I am aware that I may be liable for a penalty notice as stated below.

Signature of Parent(s)/Carer(s).....

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time, you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission must be sought in advance. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactory up to the date covered by this request.

Warning: If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings which could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months.

For more information on Penalty Notices please see [Cambridgeshire County Council's website page on school attendance](#).

Office use only

| | | | |
|----------------------|-------------------|--------------------|----------------------|
| Date from | No of school days | Absence authorised | Absence unauthorised |
| Signed (Headteacher) | | | |

UNAVOIDABLE ABSENCE IN TERM-TIME

IMPORTANT: Please read carefully the information below.

WARNING: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time. As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

We hope that when you have read this information you will consider that your child's education is too important to allow them to miss school for avoidable reasons.

Legislative Background

The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. The amendments made clear that Head teachers may not grant any leave of absence during term time unless 'exceptional circumstances' exist. The regulations also stated that Head teachers should determine the number of school days a child can be away from school if leave is granted for 'exceptional circumstances'. All references to family holidays and extended leave as well as the notional threshold of ten school days have been removed.

Example Questions we are frequently asked:

What are exceptional circumstances?

Exceptional circumstances are one off events which are unavoidable, examples may include the death of a close relative, attendance at the funeral of a close family member, respite care of a looked after child or a housing crisis which prevents attendance.

Can the policy be applied to a family crisis, e.g. to visit a dying relative?

Each request will be considered under "Exceptional Circumstances" and the decision conveyed to parents.

What happens if a parent is a self-employed worker e.g. a Farmer, is an employee with fixed holiday dates, or is on a holiday rota set by their employer?

Some employment may make it difficult for families to spend time together in the six week summer holidays.

However, there are other school breaks when such family time can be used. A decision by parents not to spend time together in the other school holiday times, i.e. Christmas or Easter break, because of poor weather (for example) will not be a reason for authorising absences during the warmer school terms. Legislation no longer allows Head teachers to authorise 10 days absence from school for a term time holiday.

Which parent receives the fine?

Where both parents live together and have day-to-day care both will receive a fine. Any absent parent who has regular contact with the child and is named in the child's school records may receive a fine for each of their children. This will include parents who allow their child to go on holiday with another family member or friend of the family.