

Pupil Absence Request for Exceptional Circumstances

The Education (Pupil Registration) Regulations 2006, as amended 2013



Head teachers may not grant any leave of absence to a pupil 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. The school will always want to discuss this with you personally.

Exceptional circumstances are defined as exceptional significant family events or circumstances, which will be considered on a case by case basis, or forces personnel on leave from a foreign posting. The head teacher will consider every request individually, but circumstances which do not apply include:

- cheaper holidays in the UK and abroad
- family day trips
- relatives coming to visit
- visiting family or friends that have difference half term holidays
- attending family weddings or visits to see family abroad

You are advised not to make any arrangements until your request has been considered by the school. If you withdraw your child without prior permission, you can be fined.

Each parent of a child of compulsory school age whose attendance has been unsatisfactory can be required to pay a penalty of £60 if paid within 21 days, or £120 if paid within 28 days. If you do not pay, you will be summonsed to appear in court for an offence under Section 444(1) Education Act 1996, which could result in a criminal conviction recorded against you. Courts have a wider range of sentencing options, including a maximum fine of up to £1000.

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 is subsequently found to suggest a child was away from school with the knowledge of the parent and does not meet any of the statutory defences:

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

School: West Leigh Infant School / Backwell Junior School
Head teacher: Nick Webster

Pupil Name:..... Class:.....

I wish to apply for(child's name) to be authorised as
being absent from school from..... to
inclusive.

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

.....
.....
.....
.....

Any siblings and schools they attend:

Name:..... School:.....

Name:..... School:.....

Signature of parent:.....Date:.....

School Use Only

Specify dates unauthorised:.....

Specify dates authorised:.....

Signature of head teacher:.....Date:.....

A personal discussion with you is requested. Please contact the office to
make an appointment.