



## Heene Church of England (Aided) Primary School

### PARENTAL REQUEST FOR LEAVE FROM LEARNING IN SCHOOL TIME

PARENT/CARER TO COMPLETE THIS SECTION:	
CHILD'S NAME:	
DOB:	
CLASS:	
Name of person making request and relationship with child	
ADDRESS:	
PHONE NUMBER:	
Dates your child will be absent from school:	Number of School Days:
Is this the first request for absence this academic year:	
Name any other school to which you are making the same request:	

**Absences will only be authorised if this request is made in *advance* of the dates your child will be absent from school AND 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 make sure their children regularly attend school to receive their education. The Headteacher can only authorise absence in exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short.

Whether the absence is exceptional is at the Headteacher's discretion based on their assessment of the situation and can vary from school to school. A week's absence for holiday and a week's absence for illness would give an attendance figure below 95% over a complete academic year. The government considers attendance unacceptable below 95%.

The Headteacher will consider the reasons for your absence request. You may be asked to provide evidence to support your request. Please note that having already booked a holiday will not be considered a good reason for term time absence. In relation to 'unavoidable', the Headteacher 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 this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances for this absence are exceptional.

## WHY IS THIS ABSENCE EXCEPTIONAL?

(continue on a separate sheet if necessary and attach any evidence)

I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, if I do not fully respond to requests for further information or if the decision is taken not to authorise the absence, my child's attendance will be recorded as an unauthorised absence. I understand that I must make sure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates' Court.

SIGNED: (PARENT/CARER)	
FULL NAME: (CAPITALS)	
DATE:	

Unless further information is required, a decision will be sent to you within 5 school days.

## SCHOOL OFFICE TO COMPLETE THIS SECTION:

Last Year Attendance	%	Green Amber Red	100% Green 95% to 99% Amber 90% to 95% Red Less than 90%	Excellent Satisfactory Unacceptable Persistent Absentee
Current Attendance	%	Green Amber Red		
Leave from learning taken so far this year	days	Green Amber Red	Register code for this request	

## HEAD TEACHER TO COMPLETE THIS SECTION:

Your request is approved and the absence as set out above is duly authorised.	
Your request is <b>NOT</b> approved. If the pupil is absent as proposed above, it will be recorded as unauthorised.	
HEADTEACHER:	DATE: