



Exceptional Leave Request

Please read the notes on the back of this form before you complete it and submit it to your child's school, where possible at least two weeks before the dates requested.

Name of Pupil(s)	Class(es)
Do you have a child and/or children in another Falmouth Partnership school for whom you are also requesting exceptional leave? Y / N	If yes, which school does (s)he or they attend?
First day of absence from school _____ . _____ . 201_____	Total number of days absent: _____
Last day of absence from school _____ . _____ . 201_____	
Why are you planning an absence during the school term? <i>Please include any information you would like us to consider.</i>	
Name and address of employer(s):	
<i>I have read the notes overleaf. The information I have given on this form is correct.</i> Signature of parent / carer: _____ Date: _____ . _____ . 201_____	

For School Use

Exceptional Absence Request	
AUTHORISED / NOT AUTHORISED	
Code: _____	
Notes:	<i>past attendance:</i> <i>current attendance:</i>
Headteacher's signature: _____	Date: _____ . _____ . 201_____

Statutory Guidance and Advice took effect from 1st September 2013 amending the Education Regulations (Pupil Registration 2006) act. These amendments removed reference to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Whilst we understand that some absences may include times when your child is ill or attending appointments, preferably out of school time, it is important that we all work together to try to ensure that your child has the best possible chance of success by attending school as often and as regularly as possible.

Parents are warned that if they take their child(ren) out of school without permission they will be committing an offence under the Education Act 1966. Schools may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both. Alternatively, a penalty notice may be issued under Section 444A and 444B of the Education Act 1966. This carries a fine of £60 if paid within 21 days or £120 if paid after this, but within 28 days. Failure to pay the penalty notice will result in Court action.

If you have a problem getting your child to school let us know. We may be able to help.

Whilst requests for 'exceptional leave' will be considered on an individual basis, those that do not meet the requirements of the Department for Education's guidelines cannot be granted and the Falmouth Schools Partnership will not permit holiday leave:

- where pupils'/students' attendance in the current term and over the previous two terms is less than 95%
- where pupils'/students' have a poor record of punctuality and/or need to catch up on work
- if any leave has been granted previously during the same school year
- during the month of September
- during ANY examination/assessment period, including mock exams and/or SATs
- for students in years 10 and 11

Codes Used

Mark	Description / Reason	Meaning
/	Present – morning registration	Present
\	Present – afternoon registration	Present
L	Late – before the register has closed	Present
U	Late – after the register has closed (no acceptable reason supplied)	Unauthorised Absence
B	Approved off site educational activity	Approved Educational Activity
P	Approved Sporting Activity or Licensed Public Performance	Approved Educational Activity
V	Field Trip or Educational Visit (organised by school)	Approved Educational Activity
C	Exceptional personal circumstances	Authorised Absence
H	Agreed and Authorised Family Holiday	Authorised Absence
G	Holiday not authorised by the school or in excess of the period agreed	Unauthorised Absence
I	Illness	Authorised Absence
M	Medical Appointment (Dental, Doctor, Hospital)	Authorised Absence
R	Religious Observance	Authorised Absence
#	School Closure Day (training, etc)	Authorised Absence
O	Unknown and/or unauthorised absence	Unauthorised Absence

In approving an off-site activity, schools have to accept ultimate responsibility for pupils. The educational activity has to be supervised and safeguarding measures taken. An Approved Educational Activity is thus not considered to be an absence.