



PARENTAL REQUEST TO SCHOOL TO AUTHORISE AN ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

Child's name	
Date of birth	
Year group	
Class	
Name of person making request and relationship with child	
Address	
Telephone Number	
Dates your child will be absent from school	

Absences will only be authorised if this request is made **in advance** of the dates your child will be absent from school AND if 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 ensure 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.

There are only 190 days in the school year which means that there are 175 non-school days left for holidays, treats and shopping. It is in everybody's interest to avoid the consequences of a child's unlawful extended absence from school during term time.

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 good reason for term time absence. In relation to 'unavoidable' absence, 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 for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.

Why is this absence exceptional?
(continue on a separate sheet if necessary)

Extended absence from school during term time can seriously disrupt your child's progress. Removal of your child during this period could potentially be a criminal offence under s444 of the Education Act 1996.

If your child accrues 10 or more unauthorised absences (5 or more days) then a referral can be made to West Sussex County Council to consider what further action is appropriate. If the Council are satisfied that an offence has been committed, then you may be issued with a Fixed Penalty Notice("FPN") (which could be issued per child, per parent) or alternatively you may not be offered a FPN and instead prosecuted in the magistrates' court. Whether you are offered a fine or prosecuted is at the discretion of the County Council.

Further information on FPN's can be found in the school reception area.

Declaration

I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure 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) Date:

Full name:

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

SCHOOL DECISION

Your request to remove..... from school during term time has been:

Authorised

Unauthorised

Part authorised.....

No. of days authorised.....

No. of days unauthorised

Signed:..... Date:.....