



EXCEPTIONAL ABSENCE REQUEST

Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. Section 444 of the Education Act gives powers to the Local Authority (LA) to issue Penalty Notices when a parent or carer is considered capable of but unwilling to secure an improvement in their child's school attendance and/or punctuality. Information on the Department for Education website states that **'Head Teachers may not grant any leave of absence during term time unless these are exceptional, e.g, serious family illness or bereavement.'** The vast majority of requests will therefore be refused and, if a holiday in term time is taken, this will constitute unauthorised absence which may result in the issue of a penalty notice to each parent in respect of each absent child.

Please refer to our Attendance Policy on our School website for more information.

Please complete the slip below, providing information as to why a leave of absence should be authorised.

Child's Name Class:

I wish to apply for absence from: _____ to _____

Reasons for absence: _____

Number of school days lost:.....

Parent/Guardian signature

1:.....Date:.....

Parent/Guardian signature

2:.....Date:.....

On behalf of the Governing Body I **authorise/do not authorise** absence from school for _____ from _____ to _____

Head teacher's Signature: Date:

Brief Statement by Headteacher: _____
