

## WATCHFIELD PRIMARY SCHOOL



### **Application for Exceptional Absence**

By law, children of school age must attend school regularly. Children should attend school for 190 days a year, which leaves a further 175 days when a child is not at school and able to go away on holiday.

The regulations make it clear that parents do not have any entitlement to take their child out of school for the purposes of a term time holiday. Since September 2013, schools no longer have the power to authorise holiday absences during term time.

Parents wishing to apply for a leave of absence must apply to the school in writing to prove that there are exceptional circumstances that justify this absence. The school will decide whether the absence can be authorised; parents do not have the right to authorise an absence themselves.

#### **These exceptional circumstances include:**

- If a close relative is seriously ill; Recent family trauma;
- A visit to a new school;
- The absence can only be taken in the time requested because of military deployment.

#### **Permission is likely to be refused if:**

- Your child already has some absence in the current or preceding year; It is near exam or test times\*;
- It coincides with the start of the school year;
- It is for a holiday;
- The school believes the absence will have a harmful effect on your child's education.

*\*Please note, that requests for absence during Statutory Testing periods (i.e. SATs week) will be refused.*

Should the school not agree to grant leave and parents take their child on holiday regardless, then this will be counted as unauthorised absence, which is the same as truancy.

This could incur a penalty fine of £80.

**Application Form**

Child's/Children's Name:

Class:

Date of Birth:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Leave of absence requested from: \_\_\_\_\_ to: \_\_\_\_\_

Number of school days: \_\_\_\_\_

Exceptional reason for absence (please tick)\*

A close relative is seriously ill.....

Recent family trauma.....

A visit to a new school.....

The absence can only be taken at the time requested because of military deployment...

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

\*If the reason for absence is not listed above, please write the reason for the absence in the space below.

Please use this space to note any other relevant information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For office use**

Date of discussion with Headteacher:

% attendance so far this academic year:

% attendance last academic year:

Number of days of absence granted over last two years:

Approved/Not Approved

Signed.....(Headteacher)