

Curry Rivel Church of England Primary School

Absence Request Form

Absence Information

(A separate application must be completed for each child)

Name of Child:		Class:	
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Inclusive Dates of absence:	From:	To:	
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Exceptional Circumstance (see reverse)

(You must submit requests for planned absences at least two weeks prior to the first day of absence.)

Signed (parent/guardian):	Date:
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IMPORTANT INFORMATION FOR PARENTS/CARERS:

- There is no automatic right to absence for a family holiday. Authorisation will depend on whether the application meets the Local Authority 'Exceptional Circumstances' criteria.
- Permission must be applied for in advance, by a parent with whom the child normally lives.
- Parents whose children are on a school register have a duty to ensure that their children attend regularly and if they fail to do so they may be guilty of an offence under the Education Act, 1993

For school use only

Current attendance percentage:	More than 95%	Satisfactory
	85% to 95%	Needs improvement
	Less than 85%	Unsatisfactory

Attendance history:	Year:	Year:	Year:
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SATs year Holiday request

Decision

Your absence request has been authorised as the application meets the LA 'Exceptional Circumstances' criteria.

Your absence request has not been authorised as the application does not meet the LA 'Exceptional Circumstances' criteria

Signed (Headteacher):	Date:
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Requests for Term-Time Leave (extract from school's attendance policy)

Amendments to the 2006 regulations were made by the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#) and come into force on 1 September 2013.

The amendments make it clear that Headteachers can only grant leave of absence during term time for **exceptional circumstances**. All reference to a holiday and/or extended leave, including the threshold of ten school days is removed. Any request for leave must be made in writing for the attention of the Headteacher in advance.

There is no formal definition offered for exceptional leave at present by the Department for Education. However, from discussion with the DfE and concerned professional associations it is suggested that exceptional leave may include:

- Forces staff returning from lengthy active service abroad
- Emergency Service staff being told when they can or cannot take leave or other employment restrictions that do not permit family holidays during **any** school holiday periods - employers confirmation required
- If a close family member has a terminal illness and it may be a last chance to be together especially if the family member lived overseas
- Parents having to work abroad for a fixed, minimum term period

Please note:

Term-time leave **will not be authorised** for family holidays outside the above exceptions, including due to employment restrictions.

Weddings will be authorised over no more than 2 days absence.

If your child's attendance is below 90% any request for a term time absence will be unauthorised, regardless of the circumstances of previous absences.