

EXCEPTIONAL CIRCUMSTANCE LEAVE REQUEST

NOTICE TO PARENTS /CARERS

Dear Parent/Carer,

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of under achievement. This is something we all have a responsibility to avoid.

The Department of Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete the form attached to this notification. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school, the absence will be recorded as unauthorised absence.

In the case of an unauthorised absence the Education Welfare Services may be notified and a Penalty Notice may be issued. Please note that a Penalty is issued to each parent for each child taken out of school. A Penalty Notice carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days. If the fine is not paid after 28 days, it may result in legal action being taken against you. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

All requests must be completed on the attached form, letters will not be accepted. This form should be returned to the Attendance Office at least 14 days before the start of the absence.

I hope you will support our efforts in raising attendance and attainment at St. Catherine's.

Yours sincerely

Louise Hussey

Executive Headteacher

APPLICATION BY PARENT/CARER

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the school office at least 14 days before the date you wish to remove your child from school.

Student Name: _____ **Class:** _____

Home Address: _____
_____ **Post Code:** _____

Parent/Carer Name(s): _____

First day of absence: _____ **Date of return to school:** _____

Total number of days missed: _____ days

Reason for absences: _____

*I understand that if the absence request is unauthorised the Education Welfare Service may be notified of the absence and a Penalty Notice may be issued. I understand that a Penalty Notice is issued to each parent/carer of each child taken out of school and that this carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days. I understand that if I do not pay the fine, it may result in legal action being taken against me. **Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.***

Signed Dated

(Please ensure you give at least 14 days' notice of the proposed absence)

Below to be completed by the school:

FAO – Headteacher

% Current	% Last Year	Comments

Student Name: Tutor:..... Year:.....

AUTHORISED:

Request has been authorised for the following dates **only:**

___ / ___ / ____ to ___ / ___ / ____

UNAUTHORISED:

Signed Headteacher

Date ___ / ___ / ___

Letter sent / Phone Call / other	Signed:	Date:
Action: PN referral	Signed:	Date:

Leave of absence in exceptional circumstance:

Examples of any exceptional circumstances where leave may be granted during term time are as follows:

- For a medical appointment for the pupil themselves, not a sibling or family member, which is not possible to book after school hours or during the holidays. A letter confirming the appointment should be provided.
- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional;
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs";
- To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional; Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time and there WILL be an onus on parents to show clear evidence that this absence is absolutely an exceptional circumstance.

In difficult family situations the Headteacher may use her discretion in granting leave and each case should be addressed on its individual merits, taking into account the overall welfare of the child.