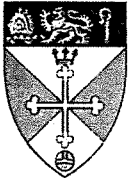


Name of child/children	
Tutor Group(s)	
Full details of the reasons for a Request for Absence from School	
Date of First Day of Proposed Absence	
Date of the Proposed Return to School	
Number of School Days of the Proposed Absence	
Date of Submission of the Application	
Yes	No

Signature of the Parent/Carer: .....

Name of Parent/Carer (block capitals): .....

Date: .....



## **Request for an Absence from School for Exceptional Circumstances**

There are important changes to the way in which the school is required to manage student absence for reasons other than illness. Please read this information carefully, to ensure that you understand the new regulations before you request any absence.

Following government changes to the Education (Pupil Registration) (England) Regulations 2006 and the Education (Penalty Notices) (England) Regulations 2007, headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. This means that holiday, or any other non-medical absence, cannot be granted for anything other than very rare and special circumstances.

If you feel that you need to apply for an absence under such circumstances, please complete the form on the reverse with as much detail as possible. The Headteacher will determine whether or not the application is appropriate and how much absence, if any, can be allowed. To avoid wasted time and money, no arrangements should be made prior to notification of the Headteacher's agreement to an absence.

Unauthorised absence may be penalised by the issue of a fixed penalty fine, by the Local Authority, of £60 per parent, per student.