



St Mary's Catholic Primary School

Absence Request – Exceptional Circumstances

The law does not grant parents a right to take their child out of school during term time. Please read the notes on the back of this form before you complete and return it to the school.

Section A

Name(s): _____ **Class :** _____

1) Proposed first day of absence from school:

2) Proposed last day of absence from school:

3) Total number of days absent:

4) Why are you planning an absence during term time? Please include any information you would like us to consider.

Section B

I have read the notes overleaf.

I declare the information given on this form is correct:

Signature of Parent / Carer: _____ Date: _____

ABSENCE REQUEST (FOR SCHOOL USE ONLY)

Section C

Name(s): _____ Class: _____

Request approved: YES / NO

Dates from _____ to _____

Reason(s):

Total number of days:

--

Headteacher's Signature: _____ Date: _____

Review of attendance following changes to DFE guidance

There have been amendments to the Education Regulations (Pupil Registration 2006) act. These amendments remove reference to family holiday and extended leave as well as the statutory threshold of ten school days. ***The amendments make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.***

Whilst we understand that some absences may include times when your child is ill or attending appointments, preferably out of school time, it is important that we all work together to try to ensure that your child has the best possible chance of success while at school.

Warning

If you take your child out of school without permission you will be committing an offence under the Education Act 1966. We may refer the matter to the Education Welfare Service who may decide to prosecute.

If you have a problem getting your child into school, let us know. We may be able to help.

Whilst requests for 'exceptional leave' will be considered on an individual basis, those that do not meet the requirements of the DFE guidelines, set out below, cannot be granted leave.

- Where pupils' attendance in the current term and over the previous two terms is less than 95%
- Where pupils have a poor record of punctuality and/or need to catch up on work
- If any leave has been granted previously during the same school year
- During any examination/assessment period including SATs