****

**APPLICATION FOR AUTHORISED ABSENCE DURING TERM TIME DUE TO**

**EXCEPTIONAL CIRCUMSTANCES**

Schools are only able to authorise absence from school in exceptional circumstances. Please refer to the ‘holidays in term time’ section of the Attendance and Punctuality Policy when considering an application for authorised absence during term time. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. **Please Note:** There is no general right to authorise absence for a family holiday and if you take your child out of school without permission the absence will be unauthorised and we may refer the matter for consideration of legal action/penalty notice.

**You are advised not to make any arrangements until your request has been considered.**

Child’s name: ………………..……………………………………………….. Class: ……………………….

Start of absence: ……………………………….……….. Return to school date: ……………….………

Number of days absence requested (school days): ……………………………………………………..

Destination: ………………………………………………………………………………………………………

Does your child have a sibling in the rest of the School? ……………..……. If so, which class? ………

Please explain why you are applying for an authorise absence and the circumstances which make your application exceptional; and why the leave cannot be taken within the normal 13 weeks annual holiday your child already has from school. If you are requesting authorisation to attend a specific event, for example a funeral, please confirm the date of the event and explain your travel arrangements. If you require additional space, please continue on the other side of the page.

**Evidence provided (see policy for examples):**

**Signed (Parent/Carer) ……………………….…………………………………………….. Date …………………………………..**

**APPROVAL OF REQUEST FOR AUTHORISED ABSENCE as detailed above.**

**Signed (Headteacher) …………………………………………………………..………….. Date ………………………………….**

**DECLINE OF REQUEST FOR AUTHORISED ABSENCE as detailed above.**

**Signed (Headteacher) ..…………………………………………………………………….. Date ……………………………………**

Did you know..?

|  |  |  |
| --- | --- | --- |
| Days taken off school | In % terms | Your child’s maximum attendance for the year – without ANY illnesses or medical appointments will only be… |
| 5 days | 2.6% | 97.3% | Any illness that year /medical issues will drop you down to ‘below average’ attendance |
| 10 days | 5.3% | 94.7% | Your child is now well below the national average (96%) attendance |
| 15 days | 7.9% | 92.1% | Your child is now at risk of being classed as a ‘persistent absentee’ (truant)  |
| 20 days | 10.5% | 89.5% | Your child is now officially classed as a ‘persistent absentee (truant). This could lead to involvement from other services and/or penalty fines |

|  |
| --- |
|  |