



Guilsborough C of E Primary School

Headteacher: Mrs K Shilliam

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Request for Absence in Term Time

School attendance regulations changed on 1st September 2013 under **Education (Pupil Registration) (England) (Amendment) Regulations 2013** which amends the existing 2006 regulations.

Under current government legislation, the school is unable to allow absence in term-time for the purpose of a holiday under any circumstances. The regulations do allow the school to continue to authorise absence in “exceptional circumstances”. Please find below a list of examples of allowable absences and those which will now be classed as unauthorised absences.

Allowed absence

- Sickness/illness
- Emergency and planned medical appointments
(Parents are requested to make routine appointments outside school hours)
- Hospital scheduled appointments /treatment
- Day/s for specific religious observance
- School is closed due to unforeseen circumstances

Allowed absence in exceptional circumstances (at the discretion of the Headteacher and in advance of the event)

- Family bereavement or close friend bereavement
- Other compassionate grounds
- Family wedding/civil partnership (1 day plus a further 2 days in exceptional circumstances and at the discretion of the Headteacher)
- Family crisis
- Examinations off site
- Educational Opportunity – Sport & Performance
- Attendance at an event at the request of a public organisation
- Visit to a new school
- Family re-location visit

Absences not allowed under any circumstances

- Family holiday no matter what length
- Family trips

All requests for absence must be made by completing the ‘Request for Absence’ form, which can be downloaded from our school website. The Headteacher will then review each request and decide if it meets the criteria for authorisation. Parents should keep their copy of the authorisation in case they are required to prove their child has authorised absence during term time.

Please be aware that any holiday in term time will be treated as unauthorised and could result in a fine of £60 per child, per parent, being issued by Northamptonshire County Council. For absence relating to illness of five days or more, schools may request a doctor’s note to confirm the absence.

We hope that parents will understand that schools are bound by the government legislation and make every effort to comply with the attendance regulations.

REQUEST FOR ABSENCE IN TERM TIME

Please be aware that any unauthorised absence in term time could result in a fine of £60 per child, per parent, being issued by Northamptonshire County Council. The regulations do allow the school to continue to authorise absence in “exceptional circumstances”.

Reason for absence request	Please give details of circumstances				
Child's Name				Class	
Dates requested from		to		Total school days missed	
Parent/Carer signature			Print Name	Date	

School Authorisation Section

Number of school days authorised absence		
Dates of authorised absence		
Number of school days unauthorised absence		
Dates of unauthorised absence		
Signed	Date	
Print name	Position	

Parents should retain their copy of the authorisation in case they are required to prove their child has authorised absence during term time.

Reporting term time absence to the County Council will involve sharing child and parent information securely to the Northampton County Council website. Information will be stored on a secure database for use by Learning, Skills and Education staff.