



THE WINDMILLS JUNIOR SCHOOL & WSCC



PARENTAL REQUEST TO SCHOOL TO AUTHORISE AN ABSENCE
IN EXCEPTIONAL CIRCUMSTANCES

Child's Name	
Date of birth	
Year Group	
Class/form	
Name of person making request & relationship with child	
Address	
Phone Number	
Dates your child will be absent from school	
Total number of school days missed	

Absences will only be authorised if this request is made in advance of the dates your child will be absent from school AND if the circumstances of the absence are exceptional. There is no entitlement to take a child out of school for a family holiday.

The law states that parents must ensure their children regularly attend school to receive their education. The Headteacher can only authorise absence in exceptional circumstances. An exceptional circumstance is likely to be rare, significant, unavoidable and short.

Whether the absence is exceptional is at the Headteacher's discretion based on their assessment of the situation and can vary from school to school. A weeks' absence for holiday and a weeks' absence for illness would give an attendance figure below 95%. The Government considers attendance unacceptable below 95%.

The Headteacher will consider the reasons for your absence request. You may be asked to provide evidence to support your request. Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the Headteacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.

If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional. Please fill in the box below and overleaf.

Why is this absence exceptional?

Why is this absence exceptional? (continued)

I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates' Court.

Signed:..... Date:
(Parent/Carer)

Full Name:.....

Unless further information is required, a decision will be sent to you within 5 school days.

For School use	Date received:	Attendance %:
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Has been authorised Has not been authorised Fixed Penalty Notice to be issued:

Reason:

- Holidays cannot be authorised in term time
- Reasons given for time away from school are not 'exceptional'
- FPN will be issued as more than 10 sessions in a 10 week period have been missed which are unauthorised (5 school days - a school day is two sessions AM and PM)
- FPN will be issued as attendance is a concern (10 sessions, in 10 weeks)
- FPN will not be issued as the absence is less than 5 days. However, attendance will be monitored and further absences may result in a FPN being issued in line with policy.

SIGNED: _____

DATE: _____

Headteacher: L. Murray