



Cotham Gardens Primary School

18 Cotham Grove Bristol BS6 6AL
 19 Elmgrove Road Bristol BS6 6AJ
office@cothamgardens.co.uk
 0117 377 2610
 Headteacher: Alex Bell

ABSENCE REQUEST FORM (exceptional circumstances only)

<i>I wish to apply to have an absence authorised for:</i>					
Child's name		Class		Date of birth	
Child's name		Class		Date of birth	
Child's name		Class		Date of birth	

Do you have another child who attends at a different school that will also be absent? If so, please state the child's name and school			
Absence date from		Date to (inclusive)	
Number of school days that will be missed		<i>Please read the Notes for Parents and Carers overleaf and refer to the School's Attendance Policy on our website.</i>	

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission must be sought in advance . Both parents/partners/carers' details must be listed below.			
Name of Parent/Carer		Address	
Name of Parent/Carer		Address	

Please fully explain the **exceptional circumstances** that you would like the school to consider. This section must be completed and should include where you are going, how long for and the reason for the absence. Please provide evidence where appropriate and continue on a separate sheet if needed.

Notes for Parents and Carers

IMPORTANT: Please read carefully the information below.

WARNING: If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

THE FACTS
School aged pupils are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are <u>exceptional</u> circumstances.
THE LAW
The law allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides.
If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.
In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.
PENALTY NOTICES
If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* Penalty Notice per parent for each child. *(£60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days)

Office Use Only – please complete then copy and return to parents/carers

Date form received		Current attendance %	
No of school days absence requested		Meeting required	Yes/No
Absence authorised		Meeting outcome	
Absence not authorised			
Penalty Notice referral?	Yes/No	Signed	(Headteacher)
Response sent (Both parents if separated)	By email/letter	Sims updated	Yes/No