

**BASLOW ST ANNE'S PRIMARY SCHOOL**

**APPLICATION BY PARENT/S FOR A CHILD'S LEAVE OF ABSENCE FROM SCHOOL  
FOR EXCEPTIONAL CIRCUMSTANCES**

**To the Headteacher**

Name of the Child ..... Year Group .....

Name of both parents Mr .....

Mrs/Ms/Miss .....

Address .....

.....

.....

I / We wish to apply for our child to be absent from school for EXCEPTIONAL CIRCUMSTANCES.

Dates:

From ..... To .....

Total number of days requested .....

Please supply in as much detail as possible the reason for your request and why you feel it is exceptional circumstances:

Signed (both parents if applicable)

Date .....

.....

.....

THIS FORM SHOULD BE SUBMITTED TO THE HEADTEACHER AT LEAST 2 WEEKS BEFORE THE DATE OF REQUESTED LEAVE.

## Notice to Parents regarding School Attendance

The Department for Education expects schools and local authorities to promote good attendance and reduce absences, including persistent absence. Missing out on lessons leaves children vulnerable to falling behind and those with poor attendance tend to achieve less in both primary and secondary schools.

Schools work incredibly hard to support all children and their families so as to ensure that all children have good attendance and maximise their learning potential.

The Government has made amendments to the Education (Pupil Registration) (England) Regulations 2006 which come into force on **1<sup>st</sup> September 2013**. These state that Headteachers may not grant any leave of absence for holidays during term time unless there are exceptional circumstances which may include critical family illness (of a parent or child) or a family wedding in which the child has a role (e.g. bridesmaid/page boy); in these cases it is the Headteacher who determines the number of days a child can be away from school, if the leave is granted.

As a consequence of these changes schools are no longer able to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as availability of cheap holidays/cheap travel arrangements, birthdays/special rewards or days overlapping with beginning or end of a term.

Parents needing leave of absence for **exceptional circumstances** should complete a form at least two weeks before the anticipated start date. The reason for the request should be given in detail. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

This is Government policy and parents who take their children on holiday without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service. Parents could be issued with a fixed penalty notice and/or court action.