



Cranford Park CE Primary School

Application for leave of absence for exceptional circumstances



Please read the following guidance carefully.

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days. You can only allow your child to miss school if either:

- they're too ill to go in
- you've got advance permission from the school

Holidays should be taken during the school holiday period in order not to disrupt your child's education. In line with government guidance, it is our policy **NOT** to authorise **any** leave of absence in term time unless there are **exceptional circumstances**. Family holidays, day trips, meetings with relatives or birthdays are **not** classed as exceptional circumstances and will **NOT** be authorised.

You will need to get permission from the head teacher if you want to take your child out of school during term time. You can only do this if:

- you make an application to the head teacher in advance (as a parent the child normally lives with)
- there are **exceptional** circumstances

It's up to the head teacher how many days your child can be away from school if leave is granted for exceptional circumstances. **You can be fined for taking your child on holiday during term time without the school's permission.**

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013 state that **Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

The National Association of Head Teachers (NAHT) guidelines for exceptional circumstances are classed as "rare, significant or unavoidable" and if an event can be reasonably scheduled outside of term time, then it would **not** be normal to authorise absence.

In line with the guidance from the DfE, leave of absence during SATs, and other external exam periods will not be authorised by the school and a Penalty Notice may be issued.

If you believe that your leave of absence can be justified, given the information above, and you wish the Head teacher to consider your request for your child's leave of absence for **exceptional circumstances**, please complete and submit the form overleaf. We may ask for proof to back up your request.

The Headteacher will follow the school's Attendance Policy in making the decision. For further information, please refer to our school Attendance Policy, which is available on our website.

Unauthorised absence may result in the issue of a Penalty Notice

As set down by the Department for Education, Penalty Notices can be issued for unauthorised absence. Penalty Notices are issued by the Local Authority in accordance with policy. In Hampshire, Penalty Notices are generally issued when a pupil has had 10 or more half-day sessions (equivalent to five school days) of unauthorised absence, in the last 10 school week period. Penalty notices are issued to both parents for each child. Failure to pay the Penalty Notice may result in further legal action.

Please make sure you have read the guidance overleaf before you complete and return this form to the School Office.

Name of child:		Class:	
I am applying for leave of absence for my child for			
from:		to:	Number of school days:
This cannot be arranged during the school holidays because:			
Has your child already had leave of absence in this school year? YES / NO			
If YES, please give dates and details:			
I am also requesting leave for children at...		(other Hampshire schools)	
Signed: (Parent/Carer)		Date:	

To be completed by the Headteacher			
Child's attendance level over the last 12 months:			
Our overall school target for attendance this year is			96.5%
Having considered your request carefully, my decision is that leave of absence is:			
Approved		The absence will be recorded as authorised.	
Not approved		The absence will be recorded as unauthorised.	
Explanatory notes:			
Signed:		(Headteacher)	Date: