

 **CALDER PRIMARY SCHOOL**

**EXCEPTIONAL CIRCUMSTANCE REQUEST FOR ABSENCE DURING TERM TIME NOTICE TO PARENTS /CARERS**

Dear Parent/Carer,

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child’s learning. You may consider that a holiday will be educational but your child will miss out on the teaching that their classmates will receive during your holiday. Attendance is vital to academic success and lost education poses a potential risk of under achievement. This is something we all have a responsibility to avoid.

 The Department of Education no longer allows Headteachers to grant any leave of absence during term time unless there are exceptional circumstances. If you consider that your request for absence is exceptional you will need to complete the form attached to this notification. A response will be sent to you as soon as possible. If leave is not authorised and you nevertheless withdraw your child from school the absence will be recorded as unauthorised absence.

**In the case of an unauthorised absence the Education Welfare Services may be notified and a Penalty Notice issued. Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. Thereafter if the Penalty remains unpaid after 28 days this may result in legal action being taken against you. Parents have a duty to ensure their child’s regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.**

All requests must be completed on the form overleaf, letters will not be accepted. This should be returned at least 14 days before the start of the holiday. We will notify you of our decision in writing. I hope you will support our efforts in maintaining our record of attendance and attainment at Calder Primary School.

 Yours Sincerely

Mrs Lambert

Headteacher

**CALDER PRIMARY SCHOOL EXCEPTIONAL CIRCUMSTANCE REQUEST FOR ABSENCE DURING TERM TIME APPLICATION BY PARENT/CARER**

If you consider you have to take leave of absence in term time, and that you have exceptional circumstances, please complete this form and return to the Headteacher at least 14 days before the date you are applying to remove your child from school.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Carer Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First day of absence: \_\_\_\_\_\_\_\_\_\_\_\_ Date of return to school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of days missed: \_\_\_\_\_\_\_\_\_\_\_

Reason for absences: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that if the absence request is unauthorised, The Education Welfare Services may be notified of the absence and a Penalty Notice issued. I understand that a Penalty is issued to each parent/carer of each child taken out of school and that this fine is £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this it may result in legal action being taken against me. Parents have a duty to ensure their child’s regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

Signed ……………………………………………………………………… Dated …………………………………….

 (Please ensure you give at least 14 day’s notice of the proposed absence)

**Office Use:**

Student Attendance at application:\_\_\_\_\_\_\_\_\_\_\_\_\_%

 **AUTHORISED:** Your request has been authorised

 **UNAUTHORISED:** Your request for a leave of absence during term time has not been authorised.

Signed …………………………………………………. Head Teacher Date \_\_\_ / \_\_\_ / \_\_\_