



PARENT/GUARDIAN EXCEPTIONAL LEAVE REQUEST FORM

Brunswick Park Primary School

School Name: BRUNSWICK PARK PRIMARY SCHOOL					
Student/Pupil Details					
Name:		Date of birth:		Class:	
Address:					
Contact Numbers:					
Sibling Details of Compulsory School Age (or other children living in the household)					
Name:		Date of birth:		School:	
Name:		Date of birth:		School:	
I request permission for my child to be absent from school between: -					
Date of First Day School Absence:		Date of Return to School:		Total of Absent School Days:	
Please detail below the reason for your request for absence from school in term time and include any supporting information. The Head Teacher <u>will not</u> be able to consider your request without your <u>supporting documents</u> . <i>Please read carefully the Absence from School for Exceptional Circumstances Information for Parents attached.</i>					
¹Parent's Declaration: <i>I have read the Absence from School for Exceptional Circumstances Information for Parents and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.</i>					
Signed: (Parent/Carer)			Date:		
Full Name:					

¹ Parent: In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person—
(a) who is not a parent of his but who has parental responsibility for him, or (b) who has care of him. (*Education Act 1996 sec.576*)

Absence from School for Exceptional Circumstances Request Information for Parents:

Please note:

- We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Head Teachers cannot retrospectively authorise absence from school **under any circumstance**.
- Any disagreement between estranged parents should be resolved prior to submitting this request to your child's school.

You are required under the Education Act (1996) to ensure your child attends school regularly. There is, however, a discretionary power held by Head Teachers to authorise absence in exceptional circumstances **only**. This is **not an entitlement**. There is no longer a provision in law for Head Teachers to authorise an absence for the purpose of a term time holiday.

The Head Teacher will only authorise absence in line with the Whole School Attendance Policy. The Head Teacher will not authorise absences if they believe it is to the detriment of a child's education.

Please note that supporting documents to aid decision making must be submitted at the time of your request for absence.

If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and the school is not obliged to provide work for your child to complete. Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates' Court. Where parents do not follow school procedures of submitting a request and simply remove their child without seeking prior approval, a warning may not be given. Parents must complete a request for exceptional leave form and submit this to the school, allowing for sufficient time to enable the school to consider the request and inform the parent of the decision.

If your request is declined and you still take your child out of school each parent within your household may be issued with a £60 penalty notice for each child you have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £120. If after 28 days it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, please contact your child's school to discuss this.

For School Use Only

The school has considered your request for leave of absence and your child's absences will be recorded as follows: -				
Number of Authorised Sessions:		Number of Unauthorised Sessions:		Number of Unauthorised sessions to date:
Signed: Position:			Date:	

Original signed and completed forms to be retained with pupil's records.

Copy should be returned to the parent/carer of the pupil to confirm authorised or unauthorised absence prior to the intended absence period.