

Request for Exceptional Leave from Stannington Infant School (1 form per family)

PLEASE READ THE GUIDANCE OVERLEAF PRIOR TO COMPLETING REQUEST FORM.

	Parent signature (please sign each box.)
I understand that under section 444 of the 1996 Education Act I have a legal obligation to ensure that your child attends school regularly.	
<i>Before considering exceptional leave, I have endeavoured to the best of my ability to find alternatives to asking to take my child out of school in term time. Or</i> <i>Because of the urgent and exceptional nature of the reason for the request for exceptional leave, I believe my child needs to be absent during term time.</i>	
I agree to keep the school informed of any changes to when my child will return to school.	
I am aware that I may be fined or prosecuted for any time my child has unauthorised absence from school.	
I am aware that if my child does not return by the due to date, he/she is at risk of losing their place at Stannington Infant School.	

Name of child D.O.B		Siblings in this or other schools: (name, dob, name of school)	
Name of parent/carer completing the form		Name of other parent/carer with parental responsibility	
Telephone		Telephone	
Email		Email	

Notifications for leave during term time should be authorised by the headteacher if the reason is considered to be an exceptional circumstance

Dates for exceptional leave. <i>Give the first and last date you wish your child to be absent.</i>	From	To	Return to school date:-	Total number of days my child will be absent:-
Where do you plan to be if exceptional leave is granted? <i>Please give full address and emergency contact details.</i>				

Do you consider there to be exceptional circumstances (please indicate)?	Yes (please attach additional information/evidence to support your circumstances)
	No

I confirm that all of the information on this form is true

Signed	Name in print	Date
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<h2 style="margin: 0;">Request for Exceptional Leave from</h2> <h2 style="margin: 0;">Stannington Infant School (1 form per family)</h2>
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For School Use only:

Child's Current in-year attendance		
Child's attendance in the last school year and percentage unauthorised.	Total	Unauthorised
School's Target attendance for all pupils	97%	
Has exceptional leave been taken in this and the last school year?		

Date request received		Date decision letter sent to parent/carer (if agreed)	
Has the notification been considered by the headteacher?			Y/N
Has the notification been discussed with the parent/carer?			Y/N
			Date:
No of days Authorised		Number of days unauthorised	Attendance code
Headteacher signature			
If unauthorised leave is taken and this case complies with Penalty Notice criteria, please forward to Attendance Legal Team (Education & Skills) along with Pupil/student attendance register.			

Requests for Exceptional Leave of Absence

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be considered. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays unless it can **be proven** that for employment or other reasons a holiday cannot be taken in the thirteen weeks of annual school holidays.

Requests for leave will not be granted in the following circumstances:

- In the first two weeks of a new school year
- Immediately before and during statutory assessment periods. Statutory assessment dates will be given to parents as early as possible in the new school year.
- In most cases, when a pupil's attendance record shows any unauthorised absence. The headteacher may use discretion for a minimal number of unauthorised late codes.
- Where a pupil's authorised absence record is already above 10% for any reason. For requests received in the first half term of the new school year, attendance data from the previous school year will be used.
- Holidays requests where parents do not provide evidence that a holiday cannot be taken in the 13 weeks of annual school holidays. *(see Appendix 3 Attendance Policy)*
- Where the reason for exceptional leave request is clearly not exceptional and could normally be expected to happen for most children and families e.g. a milestone birthday celebration

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school will usually send a request to the local authority for a fine to be issued to parents for periods of unauthorised leave which are **5 days or longer**. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.