

Attendance Policy: Exceptional Circumstances Form

Important Information



Exceptional Circumstances Leave in Term Time What you need to know!

Can I take my child out of school?

Parents **do not** have any legal entitlement to take their children out of school during term time.

Will my request be granted?

Request must only be in exceptional circumstances. The headteacher will inform you of their decision. Each case is considered on an individual basis. Emergency absences will be considered, but we do require supporting documentation to show that it is an emergency e.g. booking confirmation of flights, medical evidence of emergency procedure etc.

What is the penalty notice?

We are required to follow the Working Together to Improve School Attendance guidance. This outlines the cost of the penalty notice. The penalty notice is £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. This is fine per parent per child that has an absence. Proceeds from penalty notices **DO NOT** go to the school.

What happens if I need to?

An 'Exceptional Circumstances Form' must be completed prior to the absence. It needs to be submitted to the Headteacher. Failure to complete the form will result in the absence being recorded as unauthorised.

What happens if the absence is not agreed?

If the request is not authorised and the child does not attend school, the absence will be recorded as unauthorised. Unauthorised absences, of 10 session (5 or more days) will result in a penalty notice being issued.

What about a holiday?

Holidays are not exceptional circumstances and these will not be granted. Any absence due to holidays will be **unauthorised** and you may be issued with a **penalty notice**.

Where can I find out more information?

Additional guidance can be found on the DfE website
https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf



Important Information

Please be aware that *parents have a legal duty to ensure that their children receive a suitable full time education through regular school attendance at school. (Section 7 Education Act 1996)*

Please complete parts A and B

Part A

Child(ren)'s Name:	Class:
Child(ren)'s Name:	Class:
Child(ren)'s Name:	Class:
Date for which absence is requested: From (first day of absence) _____ To (last day of absence) _____	
Total number of school days missed: _____	

Part B

When did you plan this absence? (Please evidence to show that it is an emergency e.g. booking details etc) _____

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Why is this absence an exceptional circumstance? (Please provide supporting evidence such as medical appointment, death certificate etc) _____

Please explain why this couldn't be taken during the school holidays. _____

Please tick statement below

☐ ***I have read the above information and am aware that the absence may be unauthorised and could result in a 'Penalty Notice'.***

Signed: _____ (parent/carer)

Name: _____ (please print) Date: _____

Part C- School Use Only *Response from school (within 10 working days)*

Attendance summaries attached: Yes	No	
Previously requested leave of absence: Yes	No	
Absence authorised: Yes	No	
Is further evidence needed?		
Fine to be issued in line with Borough Procedures: Yes		No
Penalty Notice 1: (first request) (£80 if paid within 21 days, £160 within 28 days) ☐		
Penalty Notice 2: (second request) (£160 within 28 days) ☐		
Comment/Reason why not attendance is not authorised:		
☐ Does not met the criteria of exceptional circumstance		
☐ Attendance is currently below school threshold (97%)		
Additional Comments (if needed)		

Signed: _____ (Head teacher) Date: _____

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