

### Request for Absence in Term Time

Under current government legislation, the school is unable to allow absence in term for the purpose of a holiday under any circumstances. The regulations do allow the school to continue to authorise absence in “exceptional circumstances”.

Please find below a list of examples of allowable absences and those which will now be classed as unauthorised absences.

**Allowed absence - Evidence of appointments must be provided for absences to be authorised.**

Emergency and planned medical appointments (Parents are requested to make to make routine appointments outside school hours)

Hospital scheduled appointments /treatment

Day/s for specific religious observance

School is closed due to unforeseen circumstances

**Allowed absence in exceptional circumstances (at the discretion of the head teacher and in advance of the event) - Evidence should be provided with requests for absence whenever possible, it may not be possible to authorise an absence without evidence.**

Family bereavement or close friend bereavement

Other compassionate grounds

Family wedding/civil partnership, 1 day for the ceremony - additional days absence will only be authorised in exceptional circumstances at the discretion of the Head Teacher

Family crisis

Examinations off site

Educational Opportunity – Sport & Performance

Attendance at an event at the request of a public organisation Visit to a new school

Family re-location visit

**Absences not allowed under any circumstances**

Family holiday no matter what length

Family trips

Leaving school early to travel to an event

All requests for absence due to exceptional circumstances must be made by completing the ‘Request for Absence’ form which can be downloaded from our school website.

The head teacher or designated senior leader will then review each request and decide if it meets the criteria for authorisation. Parents should keep their copy of the authorisation in case they are required to prove their child has authorised absence during term time.

Please be aware that any holiday in term time will be treated as unauthorised and could result in a fine. From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. For absence relating to illness of five days or more, schools may request a doctor’s note to confirm the absence. We hope that parents will understand that schools are bound by the government legislation and make every effort to comply with the attendance regulations.

Any absence which is unauthorised may be reported to West Northants Council and may result in further action being taken which may include a penalty notice being issued or legal action.

## Request for absence in term time

### Parents may request absence in term time in exceptional circumstances only

Under current government legislation, the school is unable to allow absence in term for the purpose of a holiday under any circumstances. Please be aware that any holiday in term time will be treated as unauthorised and could result in a fine. The regulations do allow the school to continue to authorise absence in “exceptional circumstances”. This is only at the discretion of the Head Teacher and evidence should be submitted to support the request for a leave of absence.

Reason for the planned absence request in exceptional circumstances	Please give details of circumstances (please continue overleaf as required)
<b>Medical</b> Appointment of 1 day or more absence only	
<b>Religious / Faith Observance</b>	
<b>Bereavement / Compassionate</b>	
<b>Family wedding / Civil Partnership</b> Date and location of ceremony. Child's relationship to participants	
<b>Family Crisis</b>	
<b>Examinations Off Site</b>	
<b>Educational Opportunity</b> Sport & Performance Activities	
<b>Attendance required by other public organisation including a school</b> University visits & Work placements	
<b>Family relocation visit</b>	
<b>Other exceptional reason for absence</b>	

Child's name				Class / Tutor group	
Dates requested		to		Total school days missed	
Parent / Carer signature					
Print name				Date	

**School Authorisation Section to be completed by school staff**

Number of school days authorised absence	
Dates of authorised absence	
Number of school days unauthorised absence	
Dates of unauthorised absence	
Signed	Date
Print Name	Position
School stamp	

**Parents should retain their copy of the authorisation in case they are required to prove their child has authorised absence during term time**