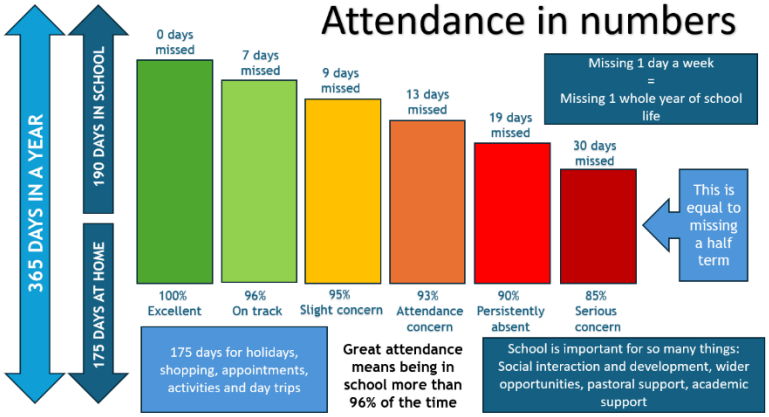
CHURCHILL C.E. PRIMARY SCHOOL

Pudding Pie Lane, Langford
Bristol, BS40 5EL
Tel: 01934 852446
Email: office@churchill-pri.n-somerset.sch.uk
Headteacher Mrs. Lorraine Woollven

Request for authorisation of a leave of absence during term time

Absence request for pupil/s during term time for Exceptional Circumstances



School Name:	Headteacher Name:
Pupil Name/s:	Class/ Tutor Group:
Dates of absence requested: From: To: Number of term time school days missed:	
Please detail below the exceptional reason as to why the absence needs to be taken in term time: **Please note that additional evidence may be requested so you may wish to provide this along with this form.**	
Name of parent/ carer:	
Signature of parent/ carer:	

NB: Amendments to the 2006 regulations (2013) make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents do not have the automatic right to withdraw pupils from school and, in law, have to apply for permission in advance. The school will always want to discuss this with you personally.

Please complete this form and send to the Headteacher. You are advised not to make any arrangements until your request has been considered by the school.

Any absence which has not been agreed in advance by the Headteacher is marked as **'Unauthorised Absence' and may result in a Penalty Notice being issued (see back of form for details of this)**

For completion by the school:

Dates unauthorised:	
Dates authorised:	
Signature of Headteacher:	Date:
Further actions should be outlined here:	

The Government have provided guidance on what is deemed to be exceptional:

- Forces' Personnel on leave from a foreign posting.
- Parents' employment restrictions – **evidence will be requested from employers to prove that** none of the school holidays can be used.
- Significant family events or circumstances – these will need to be considered individually.

The Government have also noted areas which would not be considered exceptional, for example:

- Relatives visiting
- Cheaper holidays in England and abroad.
- Family day trips.
- Visiting friends/family that have different half terms or holidays.
- Because a child has good attendance.

Further details are outlined in the School Attendance Policy
https://www.churchillprimaryschool.co.uk/key-information/policies

Through section 444A and section 444B of the Education Act 1996, it has become possible that certain cases of unauthorised absence can be dealt with by way of a Penalty Notice. Penalty Notices require each parent of a child of compulsory school age, whose attendance has been unsatisfactory, to pay a penalty, currently £80.00 if paid within 21 days or £160.00 if paid within 28 days. These are with effect from 19th August 2024.

If you do not pay the Penalty Notice:
In such cases you will be automatically summonsed to appear in Court for an offence under Section 444(1) Education Act 1996 and can result in a criminal conviction recorded against you.

Courts have a wider range of sentencing options, which could include a maximum fine of up to £2500 and/ or up to three month's imprisonment.

The only statutory defences to the offence under Section 444(1) Education Act 1996 are:

- The child was absent for medical reasons
- The LA failed to provide transport when required to do so
- The absences were due to religious observance
- You had permission of the school or there was an unavoidable cause

All information regarding penalties are detailed in paragraph 195 of the Working Together to Improve School Attendance documentation.