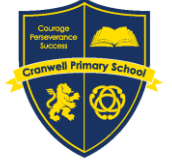


Absence from School for Exceptional Circumstances

Request Form



Before reading this document please ensure you have read the school's attendance policy

<https://www.cranwell.lincs.sch.uk/policies.asp>

It is important that we strive for 100% attendance for all children. However it is unrealistic to presume that children will not be ill nor will they need some time away during term time. Government instructions about taking time away from education should only be in extenuating circumstances. This is something we support and ask families to as well.

Head teachers cannot authorise school absence purely for a reason of a family holiday. If you feel you have exceptional circumstances, you must complete the following request form.

Parents are legally responsible for ensuring their children receive education in accordance with Section 7 of the Education Act 1995 and that they regularly attend school.

We also have a statutory duty to ensure that children are in school and are held to account for this by both the Local Authority and Department for Education. This will be supported through the Home-School Agreement.

There is, however, a discretionary power held by the Head teacher to authorise absence in exceptional circumstances.

We do recognise the unique, exceptional needs of families at our school. Permission must be sought prior to leave being taken as a failure to do so may result in the leave being unauthorised.

Our school circumstances are quite unique and we appreciate that as our families can be separated for lengthy periods of time, and returning home leave entitlements do not always take into account school holidays. We are also aware that families can live a long way from their extended families who may either require support or are part of a support network for the family who are affected by detachment.

So that we may support you if you do have a request for your child to have time away during term time please include as much information regarding your exceptional circumstances as possible. **Supporting documents to aid decision making must be submitted at the time of your request for absence.** The Head teacher will not be able to consider your request without your supporting documents. An example of evidence may include verification from your employer / Unit Commanding Officer. (Please note : MODs Directorate Children and Young People have made Unit Commanding Officers aware of this endorsement requirement for Service Personnel).

Head teachers will not authorise absences if they believe it is to the detriment of a child's education.

This will help support our audit trail and ensure that the Head Teacher is able to make an informed decision about authorised time away from school.

Penalty Notices

Fixed Penalty notices can be issued to Parents when absence has not been approved by the Head teacher. These are directly from Lincolnshire County Council and must be adhered to by all Lincolnshire Schools.

We are very understanding, and if you are unsure about any of the information above, please feel free to contact the school for further advice or support.

For more details please see www.gov.uk/school-attendance-absence/overview

Your cooperation and support with these regulations is greatly appreciated.

Kind Regards,

Mr Chris Wilson

Headteacher

Leave Request in Term Time



Only complete this form when you have read the Guidelines for 'Absence from School for Exceptional Circumstances'. It is essential that this form is returned to the School Office two weeks before the requested period of absence. Completion of this form does not necessarily mean that permission will be granted. You will be notified in writing of any decision made. Any decision to go on holiday without getting permission may result in a Penalty Fine.

No leave of absence will be granted during term time unless there are exceptional circumstances.

Student/ Pupil Details		
Name of Pupil/s	Class	Year Group
I request permission for my child to be absent from school between:-		
First day of absence from school	Date of return to school	Total of absent school days
Please detail below the reason for your request for absence from school during term time and provide any supporting documents. The Head teacher will not be able to consider your request without your supporting documents.		
(please attach supporting documents to this form)		
Declaration		
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.		
Signed: (Parent/Carer)	Date:	

For Office Use Only

Number of Days Requested	Number of Days already authorised this academic year	Current percentage attendance this academic year	Days requested and authorised last academic year

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