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| **St Wilfrid’s CE Primary School**  **Request for School to Authorise an Absence in Exceptional Circumstances** | | | | | | | | | | | |
| * **Permission for leave must be obtained from the Headteacher in advance of any absence (except sickness).** * Absences will only be authorised if a request is made in advance of the proposed dates of absence AND if the circumstances are exceptional. * The law states that parents must ensure that their children regularly attend school to receive their education. * Absence can be authorised only in exceptional circumstance. Exceptional is likely to be rare, significant, unavoidable and short. | | | | | | | | | | | |
| Pupils attend school for 190 days per year leaving 175 days for other activities.  A week’s absence for holiday and a week’s absence for illness would give an attendance figure of below 95%.  **The government considers attendance below 95% to be unacceptable.**  **A child with attendance less than 90% is considered to be a ‘persistent absentee’.** | | | | | | | | | | | |
| Please note:   * There is **no entitlement** to absence from school for the purpose of holidays, day trips, visiting relatives, birthday treats etc. Such absences in term time only be authorised in exceptional circumstances. * **If you still decide to take your child out of school it is vital that we are informed so we know where they are.** | | | | | | | | | | | |
| **Parent / Carer to complete:** | | | | | | | | | | | |
| Name of Child: | | | | | Class: | | | | | | |
| Address: | | | | | | | | | | | |
| Dates requested: | From: | | | To: | Number of days absence requested: | | | | |  | |
| **Why is this absence exceptional?** You may be asked to provide evidence to support your request. | | | | | | | | | | | |
| (continue over if necessary) | | | | | | | | | | | |
| I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child’s attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates’ Court. | | | | | | | | | | | |
| Your name and relationship to child: | | | | | | | | | | | |
| Signed: | | | | | Date: | | | | | | |
| **School Office to complete:** | | | | | | | | | | | |
| Current Attendance: | | | | | | | | | | | |
| **Headteacher to complete:** | | | | | | | | | | | |
| **Your request is approved and the absence as set out above is duly *authorised.*** | | | | | | | | |  | | |
| The code placed in the register will be: | | | | | | | | | | | |
| Medical/Dental Appointment | | M | Attending Interview | | | J | | Educated Off Site | | | B | |
| Other Authorised Circumstance | | C | Religious Observance | | | R | | Approved Sporting Activity | | | P | |
| **Your request is not approved.** Absence does not meet the criteria for exceptional circumstances.  If your child is absent as proposed above, the absence will be recorded as *unauthorised*. | | | | | | | | | | | G | |
| Comments | | | | | | | | | | | |
| Signed: | | | | | | | Date: | | | | |