

Name of Academy:

NELSON ACADEMY

EXCEPTIONAL CIRCUMSTANCES FOR PUPIL ABSENCE FROM EDUCATION

Please note: taking your child out of school during term time is detrimental to your child's educational progress and is strictly illegal

Full name of child(ren)

Year Group(s)

Siblings in other schools/Academies:

Name:

School:

Home Address:

Absence requested from _____ to _____

Total number of school days: _____

Exceptional Circumstance:

I/we have read the information on the reverse of this application and would like to formally request the absence as shown.

Signature of parent(s) / carer(s): _____

Date: _____

Exceptional reason accepted **Yes / No** (Principal to circle)

This absence **has been authorised / has not been authorised.**

Signature of Principal Date Parent/Carer informed.....

THIS ABSENCE IS NOT AUTHORISED AND WE EXPECT YOUR CHILD TO BE PRESENT ON:

Office use only:

Is this absence more than 5 days

Absences during Term Time

You are required under the Education Act (2006) to ensure your child attends school regularly. Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#). These amendments make clear that Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

Schools will not authorise absences if they believe it is to the detriment of a children's education or if the absences are during school exam periods and SAT's.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. Schools are not obliged to provide work for children taking leave of absence, however some schools may choose to do this.

The government states that any excessive absence or any refusal of leave of absence must be recorded as unauthorised by the school on the child's records. You need to be aware an accumulation of unauthorised absences will result in Penalty Notices or legal proceedings against you.

Penalty Notices

Penalty notices are fines of £60 to £120 imposed on parents **per pupil**. They are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided. They can only be issued by a Headteacher/Principal or someone authorised by them (a deputy or assistant head authorised by the Headteacher/Principal) and through the local authority officer or the police. All schools in Norfolk must send penalty notices to be issued to the local authority and the police must send copies of penalties to the local authority.

Penalty notices are issued to each parent liable for the attendance offence or offences.

Penalties can be used where the pupil's absence has not been authorised by the school.

Penalties may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. The school must have notified the parents at the time of the exclusion of this and the days to which it applies.

Discuss with the schools any request for leave of absence prior to making any bookings. Our school's designated person is the Headteacher/Principal. It is the parent/carers responsibility to ensure you received confirmation from the school before the trip is taken. Do not assume permission is granted if you have not received written confirmation.