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| **Date received by the school office:** |

**Newnham Croft Primary School**

**Exceptional Absence Request Form**

**Please complete this form and return it to the school office at least one week before the first day of requested absence, or giving as much notice as possible.** For further information please read our attendance policy, available on our website or from the school office.

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| The conditions under which leave of absence during term time may be granted are contained in the Education (Pupil Registration) Regulations 2006. Parents are reminded that they do not have any entitlement to term-time leave for their  children. Schools are not able to authorise leave for holidays or extended visits overseas during term-time unless there  are exceptional circumstances which warrant this. The fundamental principles for defining exceptional are rare, significant, unavoidable, short.  Should leave be taken after permission has been withheld then this will be recorded as unauthorised absence. This will  appear both in the school register and in your child’s report. If unauthorised absences are recorded a Penalty Notice can  be issued by the Local Authority to each parent/carer in respect of each child who is absent from school. For example, if holiday/term time leave is not authorised, the school must use the ‘G’ code to mark the absence. Where G codes have  been used to record absences and meets the criteria for a Penalty Notice fine to be issued, the school MUST refer to the  Local Authority. This is in line with school’s responsibility to report irregular school attendance to their Local Authority.  However, if a Penalty Notice is not issued, your child’s attendance will be monitored and this, along with any further unauthorised absences, would be discussed with you which may lead to legal action being taken under Section 444 of the Education Act 1996 if the attendance fails to improve. |

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| **To be completed by the parent or carer** | | | | | |
| Name(s) of child(ren) | | | | | Class |
| First day of absence | | | | Last day of absence | |
| Reasons for absence, please give as much detail as possible | | | | | |
| Signed by parent or carer  Email address | | | | | Date |
| **To be completed by the school** | | | | | |
| Notes of the school and/or committee | | | | | |
|  | Authorised |  | Unauthorised & code used | | Date |