



GREAT WALTHAM C of E PRIMARY SCHOOL

Request for absence from school for exceptional circumstances

Schools regulations 1959 S.I 1959 No. 364 12 (2)

Parents may request permission to take their children out of school for special circumstances such as family weddings or religious celebrations.

'Birthday treat' is not considered an appropriate reason for absence from school.

Parents do not have a statutory right to leave of absence and it is the school's decision whether or not to approve of the absence. The school may consider the following conditions in making a decision:

- Attendance maintains 94% and above throughout the school year and historically in previous years
- The period of absence is not likely to impact negatively on SATs testing
- There are exceptional circumstances why a holiday cannot be taken in normal holiday time. (NB: Cheaper prices cannot be considered to be a valid reason).

Requests should be made to the Headteacher at least two weeks in advance. She will notify parents of her decision within a week. Agreement to each request is at the discretion of the Headteacher acting on behalf of the Governing Body (Pupil Registration Regulations 1995-amended 1997). Each case will be judged on its merits in line with certain considerations as outlined in guidance from the DCFS.

If permission is not sought then the absence will be deemed unauthorised and marked as such on your child's attendance record. The case will also be referred to the Education Welfare Service who may issue a Penalty Notice for £100 (or £50 if paid within 28 days) to each parent for each child taken out of school.

I would like to make an application for absence from school for my child (ren):

..... Yr:

..... Yr:

..... Yr:

Reason for absence:

.....

.....

The first day of absence to be: The last day of absence to be:

Signed: (parent / carer)



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School / office use only:

% pupil absence (including authorised and unauthorised) this year:%

Total sessions of unauthorised absence this year:sessions

Total number of days requested for this absence: days

Approved by the Headteacher or Not approved (*to be deleted as appropriate*)

Signed: Headteacher