



Why is this absence exceptional?

(continue on a separate sheet if necessary)

Unless further information is required, a decision will be sent to you within 7 school days.

Absences will only be authorised if this request is made in advance of the dates your child will be absent from school AND if the circumstances of the absence are exceptional. Parents should be aware that they do not have the right to take their child out of school during term time.

The law states that parents must ensure their children regularly attend school to receive their education. The Headteacher can only authorise absence in exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short.

Whether the absence is exceptional is at the Headteacher's discretion based on their assessment of the situation and can vary from school to school. A week's absence for holiday and a week's absence for illness would give an attendance figure below 95%. The government considers attendance unacceptable below 95%.

The Headteacher will consider the reasons for your absence request.

You may be asked to provide evidence to support your request. Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the Headteacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.

If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.