

Parent:	Teacher:	Pupil File:
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Whitby Heath Primary School
ABSENCE REQUEST IN EXCEPTIONAL CIRCUMSTANCES FORM

A request for absence is one that is given at the discretion of the Head Teacher and is only able to grant leave in exceptional circumstances.

If a request for absence under exceptional circumstances is refused the reason is at the Head Teacher's discretion. **If as parents you decide to continue with the absence, your child will be registered with unauthorised absence** which will be reflected on the Annual Report and may result in a fixed term penalty notice.

Under the new statutory legislation as of 1st September 2013 parents have NO entitlement to take their child on holiday during term time.

If a holiday is taken your child will be noted in the register with an unauthorised mark, which will be reflected on the Annual Report and it may result in the school giving a Fixed Term Penalty Notice.

Fixed Term Penalty: Schools are encouraged to give Fixed Penalty Notices to families who don't ensure their children attend regularly. These fines are £60 per child per adult or carer. This will apply to either parents or carers who have day to day care of the child. So if there are two parent/carers the fine would be £120. For two children it would be £240, and so on. If the fine isn't paid within 21 days, it doubles. Although it is the school that serves the fine, it is Cheshire West & Chester Council, and their solicitors, who enforce the fine.

Name of Child:	Class:
Name of Child:	Class:
Name of Child:	Class:

Date of first day of absence requested	Total number of days requested:
Date of return to school after absence	

Reason for a request for absence under exceptional circumstance:-

Parent /Guardian Name:	Signature:	Date:
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Permission Granted: Yes/ No	No. of school days absence:
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Permission Refused:	
Request was not deemed an exceptional circumstance by Head Teacher	

Head Teacher's signature:	Date:
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Copy of completed form given to parents / guardian Yes / No copy placed on child's file Yes / No