

Absence from School for Exceptional Circumstances Request Form

In order for consideration to be given, requests for absence must be for exceptional circumstances only. The primary and secondary behaviour and attendance partnerships and the East Riding of Yorkshire Council agree to follow the law, in such that the provision for Headteachers to authorise absence purely for the purpose of a family holiday is not an exceptional circumstance. Exceptional circumstances could include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
3. The death or terminal illness of a person close to the family.
4. To attend a wedding or funeral of a person close to the family.
5. To attend and participate in an approved sporting event or performance.
6. Where there are exceptional and unforeseen circumstances that fall outside of 1 to 5 above, the parent/carer must write to the Principal Education Welfare Officer. This officer will decide whether the absence is authorised or unauthorised and advise the school accordingly.

School Name:

Student Details:

Name:	Date of Birth:	Form:
Address:		
Contact Number:		

Sibling Details of Compulsory School Age (or other children living in the household)		
Name:	Date of Birth:	Form:
Name:	Date of Birth:	Form:

I request permission of my child to be absent from school:-

First Day of Absence:	Date of Return:	Total School Days:
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Please detail below the reason for you request for absence from school in term time and include any supporting information. The Headteacher **will not** be able to consider your request without your supporting documents. *Please read carefully the Absence From School for Exceptional Circumstances Information for Parents which is attached. This form needs returning to the school if absence is covered by points 1 to 5. If absence is covered by point 6 please send to the Principal Education Welfare Officer at the Local Authority.*

Declaration:

*I have read the Absence From School For Exceptional Circumstances Information for Parents and understand I/we will receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. **Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.***

Signed:
(Parent/Carer)

Date:

For School Use Only:

The school has considered your request for leave of absence and your child's absence will be recorded as follows: -

Number of Authorised Session:	Number of Unauthorised Sessions:	Number of Unauthorised Sessions to Date:
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Signed:

Position:

Date:

Original signed and completed forms to be retained with pupil's records.

Copy should be returned to the parent/carer of the pupil to confirm authorised or unauthorised absence prior to the intended absence period.