



Oak Tree Primary School

Junction Road
Burgess Hill
West Sussex
RH15 0PZ

Headteacher: Miss D Bailey

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REQUEST FOR AUTHORISATION OF ABSENCE DURING TERM TIME

Name of Child(ren):	Class(es):
First Day of Absence:	Last Day of Absence:
Your Name:	Relationship to Child(ren):
Address:	Telephone Number:
	Email:

Absences will only be authorised if this request is made in advance of the dates your child(ren) will be absent from school AND if the circumstances of the absence are exceptional. There is no entitlement to take a child out of school for a family holiday, therefore all such requests will be automatically declined.

The law states that parents must ensure their children regularly attend school to receive their education. The Head Teacher can only authorise absence in exceptional circumstances. An exceptional circumstance is rare, significant, unavoidable and short.

Whether the absence is deemed exceptional is at the Head Teacher's discretion, based on their assessment of the situation and can vary from school to school. The Head Teacher will consider the reasons you have provided and may ask for additional evidence to support the request. Please note; having already booked a holiday will not be considered as a good reason for term-time absence. In relation to 'unavoidable' absence, the Head Teacher 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 any evidence you may have) why you consider the circumstances of this absence request are exceptional:

Please advise the exceptional reason for this absence (continue on the back of this sheet if required):

The National Framework for Penalty Notices sets out that a maximum of 2 Penalty Notices per child, per parent can be issued within a rolling 3-year period. If the National threshold is met for a 3rd time (or subsequent times) within 3 years alternative intervention may be considered. This might include prosecution or one of the other attendance legal interventions available to the Local Authority. The decision on the type of intervention is for the Local Authority to decide.

Declaration: I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Fixed Penalty Notice or by prosecution in the Magistrates' Court.

Signed: (Parent/Carer completing the form)	Date:
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Unless further information is required, a decision will be sent to you via email as soon as possible.