



Request For Absence Procedural Document

Introduction

Pupils are expected to be at school, everyday, except in exceptional circumstance where prior permission has been authorised. The Education Act 1996 states that it is the legal duty of the parents and/or carers to ensure their child attends school regularly with good punctuality. This document outlines the schools procedures for dealing with requests for absence.

Absence will not be authorised for:

- Holidays of any type
- Weddings based outside of the UK
- Anniversaries
- Birthdays
- Visiting family/friends
- Caring for family
- Travel issues
- Friendship problems/bullying
- School refusal
- Death of a pet
- Head lice

Fixed Penalty Notice (FPN)

If a child has ten or more unauthorised sessions within a twelve week period then an FPN will be issued. A session is defined as a morning or afternoon; one day unauthorised absence equates to two sessions

What are exceptional circumstances?

- Funeral of an immediate family member*
- When a family needs to spend time together because of immediate family members bereavement, crisis or serious illness*
- One day of absence could be authorised for the wedding of an immediate family member and evidence has been provided
- Children of service personnel about to go on deployment- permission would be considered as long as the request is accompanied by a letter from commanding officer
- Transport was not provided by the Local Authority when it should have been

***An immediate family member is defined as a parent/legal guardian, sibling, maternal or paternal grandparent**

Additional Authorised Circumstances

- One off sporting events/competitions/auditions/performances - as long official evidence has been provided
- Medical appointments that must take place during the school day as long official evidence has been provided
- Examinations

