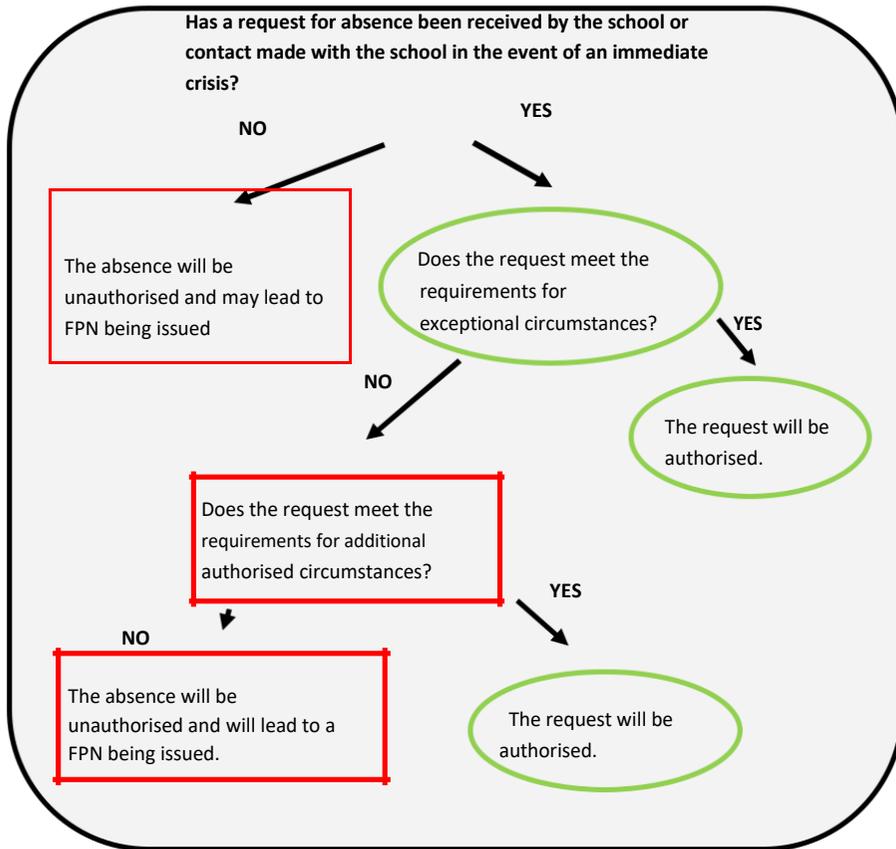


# REQUEST FOR ABSENCE PROCEDURAL DOCUMENT

## 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 school's procedures for dealing with requests for absence.



### Exceptional Circumstances:

- Funeral of an immediate family member\*
- When a family needs to spend time together because of immediate family member's bereavement, crisis or serious illness.\*
- One day of absence could be authorised for an immediate family member's graduation ceremony or passing out parade.\*
- One day of absence could be authorised for the wedding of an immediate family member and the invitation has been provided as evidence.\*
- Children of service personnel about to go on deployment—permission would be considered as long as the request is accompanied by a letter from the 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 as the request is accompanied by official evidence.
- Medical appointments that must take place during the school day need to be accompanied by suitable evidence
- Examinations

### Absence will not be authorised for:

- Family Holiday of any type
- Weddings abroad
- Family anniversaries
- Caring for family
- Friendship problems/ bullying
- School refusal
- Birthdays
- Family anniversaries
- Visiting family/friend
- Travel Problems
- 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; 1 day unauthorised absence equates to 2 sessions.

### Every School Day Counts

There are 175 non-school days a year for holidays, shopping and appointments. There should be little need for your child to miss a day's education.

