



**St Nicolas and St Mary Church of England  
Voluntary Aided Primary School**

Eastern Avenue, Shoreham-by-Sea, West Sussex BN43 6PE

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Executive Headteacher Mr D Etherton B.Ed Hons. NPQH

Acting Headteacher Mr A Lincoln BA Hons

**REQUEST FOR ABSENCE FROM SCHOOL IN EXCEPTIONAL CIRCUMSTANCES**

The School has an attendance policy, which is available on the school website. It provides a guideline on whether absence can be authorised or not. The school's attendance policy is agreed by Governors and is used in conjunction with DFE guidelines.

Child's Name		
Child's date of birth		
Year Group		
Class		
Name of person making request & relationship with child		
Address		
Phone Numbers (Home and Mobile for both parents)		
Dates your child will be absent from school		
Reason for absence		
Are both parents aware and in agreement with this request for absence?	<b>Yes</b>	<b>No</b>

Absences will only be authorised if this form is completed and submitted in advance of the dates your child 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.

The law states that parents must ensure their children regularly attend school to receive their education. The Headteacher can only authorise absence in exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short.

Whether the absence is exceptional is at the Headteacher's discretion based on their assessment of the situation and can vary from school to school. A weeks' absence for holiday and a weeks' absence for illness would give an attendance figure below 95%. The government considers attendance unacceptable below 95%.

The Headteacher will consider the reasons for your absence request. You may be asked to provide evidence to support your request. Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the Headteacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.

Continued over...

If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.

Why is this absence exceptional?

(continue on a separate sheet if necessary)

**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, fully 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 Penalty Notice or by prosecution in the Magistrates' Court.

Signed:.....Date: .....

(Parent/Carer)

Full Name:.....

**To be completed by the Acting Headteacher**

Dear Parent/Carer

<input type="checkbox"/>	Your request is approved and the absence as set out above is duly <b>authorised</b> .	
<input type="checkbox"/>	Your request is approved and the absence as set out above is duly <b>authorised</b> , as your child is of non-compulsory school age.	
<input type="checkbox"/>	Unfortunately, we cannot authorise such an absence, therefore your request is <b>NOT</b> approved and the absence will be recorded as <b>unauthorised</b> .	
<input type="checkbox"/>	Your request is <b>NOT</b> approved; therefore, if the pupil is absent as proposed above, it will be recorded as <b>unauthorised</b> for the reason(s) below:	
<input type="checkbox"/>	The Local Authority may issue a Fixed Penalty Notice fine or it may result in legal action	
	Your child's absence will be coded as:	
Signature	Executive Headteacher	Date
	David Etherton	

***If you wish to discuss any attendance issues please do get in touch.***