

Buckingham Park Primary School

Exceptional Circumstance

Leave of absence during Term Time



This form should be completed where possible at least 2 weeks prior to absence.

Pupils are only in school for 190 days each year
There are 175 days for holidays and other activities
80% attendance represents 1 day off a week
90% attendance represents 1 day off per fortnight

Please note the following:

- Any absence from school, whether authorised or unauthorised, has a detrimental effect on a child's education. Therefore, only in exceptional or unavoidable circumstances is the Headteacher able to authorise a child's leave of absence during term time.
- All sessions missed when a child is on holiday will be marked as unauthorised
- The school will refer pupils with 10 sessions or more (5 or more days) of unauthorised absence, within a 10 week period, to the Local Authority for Fixed Penalty Notice consideration. A fine may be issued.
- If a child is absent from school for a holiday for 8 or 9 sessions without authority during an inset week or following a bank holiday, the school will be obliged under government guidance to make a referral to the Local Authority for consideration of an FPN.
- Where a child is reported absent due to illness immediately before or after a holiday, the school may request evidence or further information regarding the absence. This may include requesting sight of holiday booking details, travel documentation, or medical evidence in order to determine whether the absence should be authorised in line with attendance regulations.
- No absence will be authorised during the National Curriculum Test Week (SATS)
- We will return a signed copy of this form to you via e-mail

For the Parent/Carer to complete and return to the School Office:

Child's name		Class	
Dates of absence	1st Day of Absence		Total no of school days absent
	Last day of Absence		
Please explain why this is an exceptional circumstance			
Parent/Carer Name		Relationship to child	
Signed (Parent/Carer)		Date	

For the School Office to complete and return to the parent/carers:

Attendance for this academic year (%)		No. of unauthorised absences this academic year		
Your absence request is:	Authorised	<i>Please tick</i>	Unauthorised	<i>Please tick</i>
No of days authorised/unauthorised	No of days authorised		No of days unauthorised	
Reason for non-authorisation				
FPN	Yes	<i>Please tick</i>	NO	<i>Please tick</i>
Signed Headteacher)		Date		

For office use only

Bromcom actioned

☐