



## The Bishop's Stortford High School

### Absence from School for Exceptional Circumstances Information for Parents

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a student except where an application has been made in advance (at least 10 working days beforehand) and there are considered to be exceptional circumstances relating to the application. There is no entitlement to parents to take their child out of school during term time; however, you may apply to the school for leave of absence if you believe there are exceptional circumstances which may include:

- Service personnel returning from a tour of duty abroad where it is evident the individual will not be in receipt of any leave in the near future that coincides with school holidays
- Where an absence from school is recommended by a health professional as part of a parent or students rehabilitation from a medical or emotional issue
- The death of an immediate family member
- To attend the wedding of a parent or sibling
- Family graduation ceremonies or recognised awards ceremonies.

Taking your child out of school during the term time could be detrimental to your child's educational progress. A student who takes 10 days' absence will only attain 94.7% attendance in the year. 10 days' absence also means the student will miss 50 hours of education. If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child to complete. Any unauthorised absence will be recorded on your child's attendance records. This may result in proceedings against you through a Penalty Notice

#### Penalty Notices

Under the Education (Penalty Notices) (England) Regulations 2007, the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or where an explanation has not been provided by the parent. Due to recent changes implemented on 19 August 2024, if your child accrues **10 sessions** or more (within a rolling 10 school week period) of unauthorised absence you will be liable for a penalty notice (each school day is divided into 2 registration periods and therefore one days absence equals two sessions and a five day absence is equal to 10 sessions etc.).

If your request is declined and you still take your child out of school **each parent per child** will be issued with a £80 penalty notice for each child you have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £160.

#### **Please note:**

- **We advise that you do not plan for your child to be absent from school without gaining prior agreement from the school first. Absence from the school cannot be authorised retrospectively under any circumstance.**
- **Any disagreement between estranged parents should be resolved prior to submitting this request to the school.**
- **Please note that supporting documents to aid decision making must be submitted at the time of this request for absence.**
- **Please complete the following form and return to the school by hand to the main office (in an envelope clearly marked for the attention of the attendance officer) or by email using: [absence-request@tbshs.org](mailto:absence-request@tbshs.org)**
- **Absence requests will be considered by the Assistant Headteacher with Pastoral responsibility.**

## Request Form for Absence from School for Exceptional Circumstances

<b>Student Details</b>				
Name:	Date of birth:	Class/Form:		
Address:				
Contact Numbers:				
<b>Sibling Details of Compulsory School Age (or other children living in the household)</b>				
Name:	Date of birth:	School:		
Name:	Date of birth:	School:		
<b>I request permission for my child to be absent from school between: -</b>				
Date of First Day School Absence:		Date of Return to School:		Total of Absent School Days:
Please detail below the reason for your request for absence from school in term time and include any supporting information. The inclusion of any <u>supporting documents or evidence</u> may help your application.				
<sup>1</sup> <b>Parent's Declaration:</b> <i>I have read the Absence from School for Exceptional Circumstances Information for Parents and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request.</i>				
Signed: (Parent/Carer) <span style="float: right;">Date:</span>				
Full Name:				

<sup>1</sup> Parent: In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person— (a) who is not a parent of his but who has parental responsibility for him, or (b) who has care of him. (Education Act 1996 sec.576)

## For School Use Only

The school has considered your request for leave of absence and your child's absences will be recorded as follows: -

Number of Authorised Sessions:		Number of Unauthorised Sessions:		Number of Unauthorised sessions to date:	
--------------------------------	--	----------------------------------	--	--	--

Signed:  Position: <b>Assistant Headteacher: Pastoral</b>	Date:
---	-------

***A copy of signed and completed forms to be retained with student's records.***

***A response to be returned to the parent/carer of the student to confirm authorised or unauthorised absence prior to the intended absence period.***