School attendance Regulations 2013
Request for Absence in Term Time

School attendance regulations changed on 1st September 2013 under Education (Pupil Registration) (England) (Amendment) Regulations 2013 which amends the existing 2006 regulations.

Under government legislation, the school is unable to allow absence in term time for the purpose of a holiday under any circumstance. The regulations do allow the school to continue to authorise absence in "exceptional circumstances". Please find below a list of examples of allowable absences and those which will now be classed as unauthorised absences.

Allowed absence
- Sickness/illness
- Emergency and planned medical appointments
  (Parents are requested to make to make routine appointments outside school hours)
- Hospital scheduled appointments /treatment
- Day/s for specific religious observance
- School is closed due to unforeseen circumstances

Allowed absence in exceptional circumstances (Please remember these are at the discretion of the headteacher and in advance of the event, and evidence may be required to prove the event)
- Family bereavement or close friend bereavement
- Family wedding/civil partnership taking part on school day. (The school will only grant travel days if the wedding is abroad).
- Family crisis
- Examinations off site
- Educational Opportunity – Sport & Performance
- Visit to a new school
- Family re-location visit

Absences not allowed under any circumstances
- Family holiday no matter what length
- Family trips
- Leaving school early to travel to an event

Requests for Absence

All requests for absence due to exceptional circumstances must be made by completing the 'Request for Absence in term time' form which can be downloaded from our school website. The headteacher will then review each request and decide if it meets the criteria for authorisation. The headteacher will take into consideration the child's current attendance percentage into account when making any decisions. Parents should keep their copy of the authorisation in case they are required to prove their child has authorised absence during term time.

Penalty Notices

Section 23(1) Anti-Social Behaviour Act 2007: Penalty notices may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is £60.

- If this is not paid within 21 days the amount rises to £120.
- If not paid within 28 days the Local Authority will prosecute under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

REQUEST FOR TERM TIME ABSENCE

Parents and carers may request absence in term time only in exceptional circumstances. Evidence may be asked for by the headteacher to support your request.

Under current legislation, the school is unable to allow absence in term for the purpose of a holiday under any circumstances. Please be aware that any holiday in term time will be treated as unauthorised and could result in a Fixed Penalty Notice being issues by Northamptonshire County Council.

Reason for the planned absence request	Please give details of circumstances and attach any supporting documentation where appropriate
Medical (appointment of more than ½ a day)	
Religious/Faith Observance	
Bereavement of close relative	
Family wedding/Civil partnership. *Include date and location of ceremony and child's relationship to participants*	
Family Crisis	
Examinations off site	
Educational Opportunity – Sport & Performance	
Visit to a new school	
Family re-location visit	

Child's name:			Class:	
Dates requested from:		To:	Total school days missed:	
Parent/carer signature:		Print Name:		Date:	

School authorisation section

Number of school days authorised absence:	
Dates of authorised absence:	
Number of school days unauthorised absence	
Dates of unauthorised absence:	
Signed:	Date:
Print Name:	Position:

School authorisation stamp:

Parents should retain their copy of this authorisation in case they are required to prove their authorised absence during term time.