

## Absence from Learning Request for Unavoidable and Exceptional Circumstances and Religious Observance

### Unavoidable and Exceptional Circumstances

Only unavoidable and exceptional circumstances will be considered for an authorised leave of absence. The school will consider each request individually taking into account the circumstances. We will request evidence to support this application, such as appointment letters, employer confirmation of holiday restrictions, confirmation of visa allocation date, etc. Please note that the submission of supporting evidence may not routinely mean a request is authorised. Children must have 95% attendance or over to have any authorised absence under unavoidable or exceptional circumstances.

### Religious Observance

Absences due to religious observance must be exclusively set apart for this purpose by the religious body to which the parents belong. We may seek advice and confirmation from the parents' religious body about whether it has set the day apart for religious observance and we will only authorise one day for such requests.

**No absences, even for unavoidable and exceptional circumstances will be authorised during the following periods:**

All children	The first four weeks of the academic year
All children in Year 2	Spring half term (February) until Summer half term (May)
All children in Year 1 and 2	Phonics Screening week (June)
All children in Year 6	Until after SATs week (May)

Essential preparations and the administration of important assessments are happening during these times and therefore children who miss these learning opportunities will be at a disadvantage.

**Child's name:** ..... **Year group:** ..... **Class:** .....

**Absence requested from:** ..... **To:** ..... (insert dates)

**Number of school days missed:**

Reason for requesting an absence from learning during term time:

Please state why you consider circumstances to be unavoidable and exceptional and thus essential for your child to be absent from learning. Please attach evidence as stated in the first paragraph.

.....  
 .....  
 .....

I understand it is up to the Headteacher's discretion to grant permission for the leave.

Please do not book tickets until the leave is granted

**For Religious Observance only - Please state why a request is being made and provide the contact details of the relevant Religious Authority:**

.....  
 .....

**Parent Signature:** ..... **Date:** ..... (PTO)

I understand and agree to abide by the school policy and procedures.

If the decision is that the absence is unauthorised and you still decide that it is necessary for your child to be absent from school on the above dates then it will be recorded on school records accordingly.

**On DFE advice, any unauthorised holidays of five consecutive days or more will lead to the issuing of a Fixed Penalty Notice.**

Parents/Carers should be aware the schools in Newham follow the Newham Borough guidelines on issuing Fixed Penalty Notices. All unauthorised absences of 10 sessions or more (each half day counts as one session) could result in the issuing of a Fixed Penalty Notice by the local authority. From 1<sup>st</sup> September the £60 fine must be paid within 21 days, if not paid within 21 days it rises to £120 if paid within 28 days. Non-payment will result in prosecution under Section 444(1) of the Education Act 1996. Further details will be on the Newham Council website soon, and leaflets will be available in schools and other public places.

All absences not deemed as unavoidable and exceptional circumstances will be classed as unauthorised. Unauthorised absences of ten days or more will result in a referral to the Educational Welfare Service.

**FOR SCHOOL USE ONLY**

**Attendance Information:** .....

This absence is  **Authorised**

<b>Headteacher's comment</b>
------------------------------

**Unauthorised - because**

<b>Headteacher's comment</b>
------------------------------

**Signed:** ..... **Date:** .....  
**Mrs. L.P. Jackson - Headteacher**