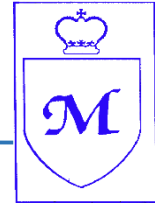


St. Mary's C. E. Primary School

Brookpit Lane, Clymping, Littlehampton, West Sussex, BN17 5QU

Tel: 01903 714325 • email: office@st-marysclymping.w-sussex.sch.uk • www.stmarysclymping.org.uk



Headteacher: Justin Murray

REQUEST FOR ABSENCE IN SCHOOL TIME

From September 2013 the Department for Education (DFE) amended the Education (Pupil Registration) (England) Regulations 2006. The amendments make clear that Head Teachers cannot grant any leave of absence during term time unless there are "exceptional circumstances". In line with these new regulations, holidays during term time will not be authorised. However, if there are "exceptional circumstances" surrounding your request, complete this form giving full details for the Head Teachers consideration. Please remember; pupils are in school for 190 days each year and there are 175 other days for holidays and activities. From September 2025, if a child is absent for a holiday for 8 or 9 sessions without authority during an INSET week or following a bank holiday, the school may make a referral to the Local Authority for consideration of an FPN.

HOW TO USE THIS FORM

- Use this form for all absences other than sickness
- Use a separate form for each child and each absence
- Return the form to school in advance of the requested absence.

PARENT/CARER TO COMPLETE THIS SECTION

Parent/Carer's Name:

Address:

Name of Child:

Year Group:

Inclusive dates of absence requested:

Number of school days requested:

Start date:

End date:

Reason for absence request: please outline why you feel this to be an exceptional circumstance:

Declaration:

I confirm that the information I have given on this form is true. I understand 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 Fixed Penalty Notice (FPN) or by prosecution in the Magistrates Court.

Signature of Parent/Carer:

Date Signed:

Full Name:

School Office to Complete this Section	
Student Attendance Certificate attached:	
Date request form passed to Head Teacher:	
Further information requested:	
Absence code:	AUTHORISED or UNAUTHORISED
Signature of Head Teacher:	
Date reply sent to parent/carer:	
Brief Guide to FPN attached to parent/carer reply:	
Date Teachers informed of absence:	
Date register updated as request:	
Signature of Administrator:	