



St. Joseph's Catholic Primary School  
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Dear Parent or Carer,

## **PUPIL ABSENCE REQUEST FOR EXCEPTIONAL CIRCUMSTANCES**

The Education (Pupil Registration) Regulations 2006, as amended 2013.

Please read this information carefully.

Headteachers may not grant any leave of absence to a pupil during term time unless there are exceptional circumstances. Parents do not have the automatic right to withdraw pupils from school and, in law, have to apply for permission in advance. The school will always want to discuss this with you personally.

Exceptional circumstances are defined as exceptional significant family events or circumstances, which will be considered on a case by case basis, or forces personnel on leave from a foreign posting. The head teacher will consider every request individually, but circumstances which do not apply include:

- Cheaper holidays in England and abroad
- Family day trips
- Relatives coming to visit
- Visiting family or friends that have different school holidays
- Attending family weddings or visits to see family abroad

You are advised not to make any arrangements until your request has been considered by the school. If you withdraw your child without permission, you can be fined.

Each parent of a child of compulsory school age whose attendance has been unsatisfactory can be required to pay a penalty of £60 if paid within 21 days, or £120 if paid within 28 days. If you do not pay, you will be summonsed to appear in court for an offence under Section 444(1) Education Act 1996, which could result in a criminal conviction against you. Courts have a wider range of sentencing options, including a maximum fine of £1000.

(Continued)



***"Together we love, together we hope, together we learn."***



Authorised officers have the discretion to issue as penalty notice without warning where the parent has chosen to take the child on leave during term time without authorisation, or evidence is subsequently found to suggest a child was away from school with the knowledge of the parent and does not meet any of the statutory defences:

- The child was absent for medical reasons
- The local education authority failed to provide transport when required to do so
- The absences were due to religious observance
- You had permission from the school or there was an unavoidable cause

If you wish to apply for an absence under exceptional circumstances, please complete the form overleaf and return to the school office.

Yours,

Mr G Bath  
Headteacher

