



Absence From School For Exceptional Circumstances Information for Parents

You are required under the Education Act (1996) to ensure your child attends school regularly. There is however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. **Please note this is not an entitlement and a family holiday is not an exceptional circumstance.** The Headteacher will only authorise absence in line with the East Riding Behaviour & Attendance Partnership 'Absence From School For Exceptional Circumstances Policy'. Headteachers will not authorise absences if they believe it is to the detriment of a child's education.

There is no longer a provision in law for Headteachers to authorise an absence for the purpose of a term time holiday.

If your child accrues 10 consecutive sessions of unauthorised absence you may be liable for a penalty notice (one day's absence equals two sessions and a five-day absence is equal to 10 sessions).

An unauthorised absence is any absence that the Head has not given permission for or where an explanation has not been provided by the parents.

Parents must complete a request for absence from school in exceptional circumstances form and submit this to the school, allowing for sufficient time to enable the school to consider the request and inform parents of the decision. **This form is available from our website or from the academy office.**

Where parents do not follow the school's procedures of submitting a request and simply remove their child without seeking prior approval, a warning may not be given and you may be liable for a penalty notice.

If your request is declined or you do not follow the correct procedure and you still take your child out of school, each parent within your household may be issued with a £60 penalty notice for each child you have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £120. If after 28 days it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.

A "parent" is defined as "...any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law". Section 576 of the Education Act 1996.

In order for consideration to be given, requests for absence must be for exceptional circumstances only. Exceptional circumstances could include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
3. The death or terminal illness of a person close to the family.
4. To attend a wedding or funeral of a person close to the family.

Evidence would be required in each case - Please note: supporting documents to aid decision making must be submitted at the time of your request for absence.

Guidance can also be found on the ERYC website.