



# Brookburn Primary School

## Request for Absence in School Time

From September 2013 the Department of Education (DFE) amended the Education (Pupil Registration) (England) Regulations 2006. The amendments make clear that Headteachers can not grant any leave of absence during term time **unless there are 'exceptional circumstances'**. In line with these new regulations, holiday during term time will not be authorised. However, if there are 'exceptional circumstances' surrounding your request, complete the form below giving full details for the Headteacher's consideration. **Please remember; pupils are in school for 190 days each year and there are 175 other days for holidays and other activities. 90% attendance represents 1 day off per fortnight. 95% represents ½ day off per fortnight.**

### How to use this form

- Use for **all absence** other than sickness
- Return to the school **before** the date of requested absence.
- Use a **separate form for each child** and each absence.

### Guidance

The following are reasons as to why authorised absence may be granted:

Compassionate Leave	Medical Appointments	Religious Observance	Exceptional Circumstance
---------------------	----------------------	----------------------	--------------------------

### Parent/Guardian/Carer to complete this section

Name of child:	Class:
----------------	--------

Dates requested:	Number of days requested:
------------------	---------------------------

Reason:

Name:	Signed:	Dated:
-------	---------	--------

### School Office to complete this section

Attendance (Previous Year)	%	<b>Green</b>	More than 97%	<b>Satisfactory</b>
Attendance (Current)	%	<b>Amber</b>	92 - 97%	<b>Needs improvement</b>
		<b>Red</b>	Less than 92%	<b>Unsatisfactory</b>

### Head Teacher to complete this section

The code placed in the register will be:	Religious Observance	R
	Educated Off Site	B
	Medical/Dental Appointment	M
	Other Authorised Circumstance	C
	Unauthorised Holiday	G*
	Unauthorised absence	O

Your request is/is not approved. If your child is absent as proposed above, it will be recorded as authorised/unauthorised for the following reason:

This request will be referred for a Fixed Penalty Notice with Manchester City Council (Pupil Entitlement: Investigation).	Yes	No
---	-----	----

Signed:	Date:
---------	-------