



# METHERINGHAM PRIMARY SCHOOL

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Dear Parents and Carers

## **Absence from School for Exceptional Circumstances Request Form**

It is important that we strive for 100% attendance for all children. However, it is unrealistic to presume that children will not be ill nor will they need some time away during term time. Government instructions about taking time away from education should only be in extenuating circumstances. This is something we support and ask families to as well.

Head teachers cannot authorise school absence purely for a reason of a family holiday. If you feel you have exceptional circumstances, you must complete the following request form.

Parents are legally responsible for ensuring their children receive education in accordance with Section 7 of the Education Act 1995 and that they regularly attend school.

We also have a statutory duty to ensure that children are in school and are held to account for this by both the Local Authority and Department for Education. This will be supported through the Home-School Agreement.

There is, however, a discretionary power held by the Head teacher to authorise absence in exceptional circumstances.

So that we may support you, if you do have a request for your child to have time away from school during term time please include as much information regarding your exceptional circumstances as possible. Supporting documents to aid decision making must be submitted at the time of your request for absence. The Head teacher will not be able to consider your request without your supporting documents.

Head teachers will not authorise absences if they believe it is to the detriment of a child's education.

This will help support our audit trail and ensure that the Head teacher is able to make an informed decision about authorised time away from school.

## **Penalty Notices**

Fixed Penalty notices can be issued to Parents when absence has not been approved by the Head teacher. These are directly from Lincolnshire County Council and must be adhered to by all Lincolnshire Schools.

We are very understanding, and if you are unsure about any of the information above, please feel free to contact the school for further advice or support.

For more details, please see [www.gov.uk/school-attendance-absence/overview](http://www.gov.uk/school-attendance-absence/overview)

Your cooperation and support with these regulations is greatly appreciated.

Kind Regards,

Mrs L. Duggin

Headteacher

