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Caroline Chisholm Cluster  
**School Attendance Regulations 2013**  
**Request for Absence in Term Time**

School attendance regulations changed on 1<sup>st</sup> September 2013 under **Education (Pupil Registration) (England) (Amendment) Regulations 2013** which amends the existing 2006 regulations.

Under current government legislation, the school is unable to allow absence in term for the purpose of a holiday under any circumstances. The regulations do allow the school to continue to authorise absence in "exceptional circumstances". Please find below a list of examples of allowable absences and those which will now be classed as unauthorised absences.

**Allowed absence**

- Sickness/illness
- Emergency and planned medical appointments  
(Parents are requested to make to make routine appointments outside school hours)
- Hospital scheduled appointments /treatment
- Day/s for specific religious observance
- School is closed due to unforeseen circumstances

**Allowed absence in exceptional circumstances (at the discretion of the principal and in advance of the event)**

- Family bereavement or close friend bereavement
- Other compassionate grounds
- Family wedding/civil partnership (1 day plus a further 2 days in exceptional circumstances and at the discretion of the Principal)
- Family crisis
- Examinations off site
- Educational Opportunity — Sport & Performance
- Attendance at an event at the request of a public organisation
- Visit to a new school
- Family re-location visit

**Absences not allowed under any circumstances**

- Family holiday no matter what length
- Family trips
- Leaving school early to travel to an event

All requests for absence due to exceptional circumstances must be made by completing the 'Request for Absence' form which can be downloaded from our school website. The Principal will then review each request and decide if it meets the criteria for authorisation. Parents should keep their copy of the authorisation in case they are required to prove their child has authorised absence during term time.

Please be aware that any holiday in term time will be treated as unauthorised and could result in a fine of £60 per child, per parent, being issued by Northamptonshire County Council. For absence relating to illness of five days or more, schools may request a doctor's note to confirm the absence.

We hope that parents will understand that schools are bound by the government legislation and make every effort to comply with the attendance regulations.





Caroline Chisholm School Cluster

## Request for absence in term time

### Parents may request absence in term time in exceptional circumstances only

Under current government legislation, the school is unable to allow absence in term for the purpose of a holiday under any circumstances. Please be aware that any holiday in term time will be treated as unauthorised and could result in a fine of £60 per child, per parent, being issued by Northamptonshire County Council. The regulations do allow the school to continue to authorise absence in "exceptional circumstances".

Reason for the planned absence request in exceptional circumstances	Please give details of circumstances (Please continue overleaf as required)
<b>Medical</b> Appointment of 1 day or more absence only.	
<b>Religious/Faith Observance</b>	
<b>Bereavement /Compassionate</b>	
<b>Family Wedding/Civil Partnership</b> Date and location of ceremony. Child's relationship to participants.	
<b>Family Crisis</b>	
<b>Examinations off-site</b>	
<b>Educational Opportunity</b> Sport & Performance Activities	
<b>Attendance required by other public organisation including a school</b> University Visits & Work Placements	
<b>Family Relocation visit</b>	
<b>Other exceptional reason for absence</b> Driving test	

Child's Name		Class/Tutor Group	
Dates requested from		to	
Parent/Carer signature		Print Name	
		Date	

School Authorisation Section			
Number of school days authorised absence			
Dates of authorised absence			
Number of school days unauthorised absence			
Dates of unauthorised absence			
Signed	Date	Print name	Position

Parents should retain their copy of the authorisation in case they are required to prove their child has authorised absence during term time.