

EXCEPTIONAL ABSENCE REQUEST FORM

Chevening (St Botolph's) CE Primary School is committed to continuously raising the achievement of all pupils. Regular and punctual attendance are critical for our pupils to

- flourish academically, securing attainment and strong progress;
- secure good well-being, including social and emotional development;
- benefit from well-planned exciting classes and whole-school opportunities;

Children are expected to attend school for all 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

- **Authorised** (Where the school approves pupil absence)
- **Unauthorised** (Where the school will not approve pupil absence)

Absence during term time should be avoided unless there are **exceptional circumstances**, as it can seriously disrupt continuity of learning, social development and emotional well-being. Not only do the children miss the teaching provided on the days they are away, but they are then less prepared and less confident for the subsequent lessons on their return to class. This means there is a consequent risk of underachievement, which the school and parents must seek to avoid.

Term time absence can and will only be granted in exceptional circumstances, which are rare, significant, unavoidable and short events, e.g. when service personnel returning from tour of duty abroad with no further leave coinciding with school holidays, medical professional's recommendation of absence for child's rehabilitation, terminal illness/death in close family, wedding/funeral in close family.

Persistent non-specific illness (poorly/unwell), absence of siblings if one is unwell, oversleeping, lack of clothing/uniform, confusion over school term dates, medical/dental appointments over more than half a day (without very good reasons), birthday celebrations, shopping trips and holidays are **NOT exceptional circumstances**.

DETAILS OF ABSENCE – Parent/Carer to complete

Parent/carer Name			Date of request	
Pupil Name			Class	
First date of absence		Date of return to school		No. of schools days absent
Reason for absence				

SCHOOL'S RESPONSE

Date received		Absence Authorised?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Pupil's current attendance		Comment if applicable		
Absence code				

Please complete form and return to office@chevening.kent.sch.uk

The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations prohibits granting leave of absence to a pupil *except* where an application has been made in advance **AND** the proprietor considers that there are exceptional circumstances. *Leave of absence taken without authorization may be referred to the Attendance Service, resulting in prosecution proceedings, or a Fixed Penalty Notice. Further details are available in the Attendance Policy www.chevening.kent.sch.uk*