



0116 210 7373 office@riversideacademy.org.uk www.riversideacademy.org.uk

Deputy CEO Jennifer Piper-Gale MA MSc Executive Principal Chelsea Williams Head of School Kate Harvey

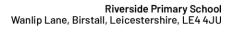
APPLICATION FOR "EXCEPTIONAL CIRCUMSTANCES" ABSENCE DURING TERM TIME

CHILD'S NAME:		
CLASS:		YEAR GROUP:
DATES OF ADSENCE		
DATES OF ABSENCE:		
(FROM / TO) TOTAL NUMBER OF SCHOOL		
DAYS THAT WILL BE MISSED		
I have read and understand the Leį	gal Guida	nce Sheet attached to this form
PARENT'S NAME:		
PARENT'S NAME: SIGNATURE:		DATE:
		DATE:
SIGNATURE: CONTACT EMAIL ADDRESS: Please note: • That leave of absence cannot be penalty notices may be issued	to parents	d by schools unless there are "exceptional circumstances" and that s who have committed an offence. The recorded as 'Unauthorised Absence'
SIGNATURE: CONTACT EMAIL ADDRESS: Please note: • That leave of absence cannot be penalty notices may be issued • Any leave taken without approfession of the penalty notices may be issued. • Please read the Legal Guidance.	to parents	d by schools unless there are "exceptional circumstances" and that s who have committed an offence. e recorded as 'Unauthorised Absence'
SIGNATURE: CONTACT EMAIL ADDRESS: Please note: • That leave of absence cannot be penalty notices may be issued • Any leave taken without approximately ap	to parents	by schools unless there are "exceptional circumstances" and thats who have committed an offence. The recorded as 'Unauthorised Absence'
SIGNATURE: CONTACT EMAIL ADDRESS: Please note: That leave of absence cannot be penalty notices may be issued Any leave taken without appro Please read the Legal Guidance For Office Use:	to parents	by schools unless there are "exceptional circumstances" and thats who have committed an offence. The recorded as 'Unauthorised Absence'
SIGNATURE: CONTACT EMAIL ADDRESS: Please note: • That leave of absence cannot be penalty notices may be issued • Any leave taken without approfe Please read the Legal Guidance For Office Use: Date Form Submitted	to parents oval will be e informat	by schools unless there are "exceptional circumstances" and thats who have committed an offence. The recorded as 'Unauthorised Absence'
SIGNATURE: CONTACT EMAIL ADDRESS: Please note: • That leave of absence cannot be penalty notices may be issued • Any leave taken without approfessere and the Legal Guidance For Office Use: Date Form Submitted Sims	to parents oval will be e informat Y / N	by schools unless there are "exceptional circumstances" and thats who have committed an offence. The recorded as 'Unauthorised Absence'
SIGNATURE: CONTACT EMAIL ADDRESS: Please note: • That leave of absence cannot be penalty notices may be issued • Any leave taken without approfe Please read the Legal Guidance For Office Use: Date Form Submitted Sims Teacher Notified	to parents oval will be e informat Y / N Y / N	d by schools unless there are "exceptional circumstances" and that s who have committed an offence. e recorded as 'Unauthorised Absence'











0116 210 7373 office@riversideacademy.org.uk www.riversideacademy.org.uk

Deputy CEO Jennifer Piper-Gale MA MSc Executive Principal Chelsea Williams Head of School Kate Harvey

APPLICATION FOR "EXCEPTIONAL CIRCUMSTANCES" ABSENCE DURING TERM TIME

LEGAL REGULATIONS:

The Education (Pupil Registration) (England) Regulations 2006 2006 No. 1751

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 2013 No. 756 and

The Education (Penalty Notices) (England) (Amendment) Regulations 2013 2013 No. 757

Brief outline -

- The regulations require all schools to keep admission and attendance registers.
- They specify the grounds upon which a pupil's name must be deleted from the admission register.
- They prescribe when leave of absence from school may be granted.
- They make provision for the inspection of registers.
- They regulate about the storage of registers in line with developments in inform
- They require schools to share information about pupil attendance with their LA.

Purpose of amendment -

In addition to the above

- They decrease the period of time parents have to pay a penalty notice.
- They clarify that leave of absence shall not be granted by schools unless there are 'exceptional circumstances' and make minor changes to bring the regulations in line with the School Admissions Code 2012.
- The amendments are designed to improve existing processes to help schools and local authorities address poor attendance.
- They make it clear that OFSTED will monitor and challenge poor attendance statistics as part of their regular inspections of all schools.

The 2013 amendments to the Regulations state clearly that 'leave of absence shall not be granted by schools unless there are "exceptional circumstances".

These amendments mean that the Headteacher will not grant leave of absence for holidays unless the parent/guardian is able to prove "exceptional circumstances" as that would be a breach of the

Education (Pupil Registration) (England)(Amendment) Regulations 2013.





