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| BRAMBER PRIMARY SCHOOL**Request for Absence in School Time** |
| From September 2013 the Department for Education (DFE) amended the Education (Pupil Registration) (England) Regulations 2006. The amendments make clear that Head Teachers cannot grant any leave of absence during term time unless there are ‘exceptional circumstances’. In line with these new regulations, holidays during term time will not be authorised. However if there are ‘exceptional circumstances’ surrounding your request, complete this form giving full details for the Head Teachers consideration. Please remember; pupils are in school for 190 days each year and there are 175 other days for holidays and other activities.  |
| **How to Use this Form** |
| * Use for all absences other than sickness
* Make sure the form is submitted to us before the date of the requested absence
* Complete a form for each child and each absence
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| **Guidance** |
| Absence for a holiday will not be authorised unless it is an ‘exceptional circumstance’ agreed in advance by the Head Teacher  |
| **Parent/Guardian/Carer to complete this section** |
| Name of Child:  | Class: |
| Dates Requested:  |
| **Reason for the request:**  |
| **Declaration:**  |
| I confirm that the information I have given on this form is true. I understand if I do not fully complete this form, fully respond to request for further information or that ultimately the absence is not authorised, my child’s attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence, which may result in legal proceedings being taken against me, either through a Fixed Penalty Notice (FPN) or by prosecution in the Magistrates Court.  |
| **Signed:****(Parent/Carer)** | **Date:** |
| **Full Name:**  |
| Unless further information is required a decision will be sent to you within 5 school days.  |

**SCHOOL USE**

Record of Decision of the request for absence:

Having considered the information presented the decision of the Head Teacher is:

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| Absence will be authorised  | (please tick) |
| Absence will not be authorised  |  |
| Current Attendance |  |

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| Any additional comments to support decision: |

A LETTER WILL FOLLOW IF A REFERRAL IS TO BE MADE TO THE EDUCATION WELFARE OFFICE WITH REGARD TO A FINE