

Mareham Le Fen Church of England Primary School
School Lane
Mareham Le Fen
Boston, Lincolnshire
PE22 7QB

Tel/Fax: 01507 568304

Headteacher: Mrs A Moore

Application for Pupil Absence from school

This form must be completed and forwarded to the Headteacher **at least one week before** the period of absence requested.

Name of Pupil: _____

Address: _____

Reason: _____

FromtoTotal number of school days:.....

Signed.....Date.....
Parent or Guardian

.....

Office use only

Date received:.....

Signed:.....Headteacher

Authorised/Unauthorised

Attendance during current academic year up to and including _____ is _____ %

Extracted from Mareham Le Fen CE Primary School Attendance Policy. Full Policy can be viewed on the school's website: www.mareham.lincs.sch.uk

Authorised and Unauthorised Absence

Absences which are classified as authorised, may be authorised on the basis of evidence from several sources, examples may include parents, school, health authority; it is important to identify parentally condoned absence, which may adversely affect a child's education. A parent sending a note to/telephoning school stating that a child has been absent through illness may well be "authorising" the absence, but this may not make the absence valid within law unless authorised by the Headteacher. The Headteacher may request further evidence of absence due to illness eg evidence of doctor appointment, receipt of prescription medication, receipt of medication purchased from pharmacy etc. We will continue to be vigilant regarding authorised absence patterns, in order that parentally condoned absence is dealt with effectively. The responsibility for determining whether or not any absence is authorised rests with the Headteacher.

Examples of absences which will not be authorised include the following:

- Looking after a sibling
- Minding the house
- Absence due to parental illness/sibling illness/other family member illness
- Birthday trips
- Headlice treatment

This is a list of examples and not a complete list.

Holiday Absence

Absence from school, for any reason, can have a negative impact on a child's educational progress and holidays in term time should be avoided. The Education (Pupil Registration)(England) Regulations 2006 states that it **"prohibits the Headteacher of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application."**

Although it is not possible to define exceptional circumstances, it is at the discretion of the headteacher to ascertain whether individual applications for holiday meet the criteria of "exceptional circumstances". The onus is on the parent to state the exceptional circumstances at the time of requesting such leave. There may be instances where a proportion of the leave requested may be authorised with the remainder being unauthorised.

Circumstances which will not be considered as exceptional will include

- Availability of cheap holidays
- Poor weather in school holidays
- Work commitments of parents
- Availability of desired accommodation
- Shopping trips
- Birthday treats

When assessing a request for holiday, the Headteacher will take various factors into account including:

- Length of time requested
- Proximity of SATS and other examinations
- Frequency of such requests

Mareham Le Fen CE Primary School will follow guidance issued by Lincolnshire County Council regarding unauthorised attendance and fixed penalty notices.

EDUCATION SERVICES

Mareham Le Fen CE Primary School works with the Educational Services with the aim of improving attendance. Assistance and advice will be sought as required for individual cases.