



## Exceptional Circumstance – Pupil Term Time Absence Request Form

At Monkton Park Primary School we believe that:

- Every lesson is important in ensuring that our children achieve their potential.
- Maximum attendance and punctuality are valuable life skills

Please note that family holidays will not usually count as a reason to authorise absence in term time.

Wiltshire Council guidance advises that if your child has 10 or more sessions (5 school days) of unauthorised absence, the school will inform the Education Welfare Service who may issue a penalty notice. The penalty is £120 per child, per parent if paid within 28 days. The penalty is reduced to £60 per child, per parent if paid within the first 21 days. If you do not pay the fine within 28 days you will be prosecuted in the Magistrates Court. This could lead to a fine of up to £1000 per parent per child.

<b>Name of Child(ren):</b>							
<b>Date of Birth:</b>		<b>Class:</b>					
<b>Date of Absence From:</b>		<b>Date of Return:</b>					
<b>Number of School Days Requested</b>							
<b>Exceptional Circumstance (reason) for absence during term time:</b>							
<p><b>Please tick below to indicate which exceptional circumstances you believe applies to your reason for this request:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Exceptional family circumstance, such as bereavement         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Absence, for external exam or to attend elite events/competition         </td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Unavoidable medical/dental appointment (although it is the school's expectation that every effort should be made to secure routine GP/Dentist appointments out of school hours or during the holidays)         </td> <td style="vertical-align: top;"> <input type="checkbox"/> Day of religious observance         </td> </tr> </table>				<input type="checkbox"/> Exceptional family circumstance, such as bereavement	<input type="checkbox"/> Absence, for external exam or to attend elite events/competition	<input type="checkbox"/> Unavoidable medical/dental appointment (although it is the school's expectation that every effort should be made to secure routine GP/Dentist appointments out of school hours or during the holidays)	<input type="checkbox"/> Day of religious observance
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<b>Parent/Carer Signature</b>		<b>Date:</b>					
<b>For School Office Use:</b>							
<b>Current attendance rate %</b>		<b>Total Sessions Pupil absent – current academic year:</b>					
<b>Permission:</b>	Authorised/Unauthorised	<b>Total Unauthorised absence – Current academic year:</b>					
<b>Headteacher's Signature:</b>		<b>Date</b>					