

## POST-16 TERM TIME ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES REQUEST FORM

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<b>Student's Name:</b> One form per student		<b>Date of Birth:</b>	
<b>Class/House/Tutor Group:</b>		<b>Year Group:</b>	
<b>A Parent/carer is defined</b> under Section 576 of the Education Act 1996 as: the natural parent of a child, whether they are married or not; anyone who although not a natural parent, has parental responsibility (PR) for a child; any person who has care of a child or young person i.e. lives with and looks after the child (e.g. partner, step-parent, sibling over the age of 18 or grandparent).			
<b>Parent(s)/Carer(s) &amp; Adults Living with Child:</b>	<b>Parent/Carer 1</b> Tick here <input type="checkbox"/> if you have PR as above	<b>Parent/Carer 2/Adult Living with Child</b> Tick here <input type="checkbox"/> if you have PR as above	
<b>Surname:</b>			
<b>First Name:</b>			
<b>1<sup>st</sup> Line of Address &amp; Postcode:</b>			
<b>Telephone contact No's:</b>			
<b>Email Address Confirmation:</b>			
<b>Written language:</b> (if not English)			
<b>Sibling(s) Name(s) (or other children in same household) &amp; Year Group(s), House, Form/Class &amp; School(s):</b>			

<b>First date of absence:</b>		<b>Last date of absence:</b>	
<b>Please confirm the date your child will physically be back in school:</b>			
<b>Purpose of Absence</b> – Please ensure you detail <u>specific reasons</u> for the absence and <b>what is exceptional</b> about the circumstance. You may also attach a longer explanation if you wish.  Please <b>attach</b> any <u>evidence or supportive information</u> that demonstrates why the absence is exceptional, especially why the absence cannot be taken during a school holiday period during the year.  <b>NB.</b> Types of evidence can include, booking details, flight documents, booking cancellation details to show absence could not be avoided, invitations, certificates, appointment letters etc.			

**BEFORE SUBMITTING THIS REQUEST, PLEASE READ THE FOLLOWING TO ENSURE YOU ARE MAKING AN INFORMED DECISION/CHOICE:**

### PRE-REQUEST INFORMATION:

Please ensure you submit this request in **ADVANCE** of your child being absent from school as the statutory DfE Guidance states for absence to be authorised, it **MUST** be requested in advance. We ask for 3 weeks' notice for admin and discussion wherever possible. Decisions will be notified in writing. You may be asked to supply further information or attend a meeting to discuss your request.

**IMPORTANT:** If the absence request is not deemed exceptional circumstances, the absence will be refused and recorded on the student's record as unauthorised. Continued unauthorised absences can lead to behaviour and attendance consequences being imposed and potentially the loss of the post-16 place at the provision as per the Meridian Post-16 Attendance Policy which is followed by each Post-16 provision in the trust and can be found on the website.

1. The expectation is that all students aspire to achieve 100% attendance at school, with a minimum of 96% unless there are exceptional reasons for absence, which would then be authorised. Evidence may be requested to prove exceptional circumstances.

2. Attendance in Post-16 is vital for educational progress and absence during term time is strongly discouraged. There is **no entitlement** to have leave of absence during term time.
3. All adults involved with a young persons' care and education have a duty to ensure they promote the participation in education beyond compulsory school age from 16-19 years.
4. A Parent/carer is defined under Section 576 of the Education Act 1996 as: the natural parent of a child, whether they are married or not; anyone who although not a natural parent, has parental responsibility for a child; any person who has care of a child or young person i.e. lives with and looks after the child (e.g. partner, step-parent, sibling over the age of 18 or grandparent).
5. All requests will be considered on an individual basis and must be received in advance of travel (we request a minimum of **3 weeks** where possible) to allow for administering the request. Details of other school age siblings and where they attend school should be provided as we are required to liaise with sibling schools.
6. If the period of absence requested is authorised, the requested dates **must** be adhered to. Failure to travel and return on the requested dates, causing additional absences to be recorded as unauthorised.
7. If absence is not requested in **advance** and it is suspected that absence from school is due to unauthorised reasons e.g., holiday, recreation or leisure, you will be required to provide evidence to prove the absence was for legitimate authorised reasons.
8. If absence continues for more than 20 days or 10 days past the agreed return date, the place at Post-16 provision may be withdrawn and a referral to the Local Authority will be made.
9. All students must ensure they catch up on all lesson & coursework if they have a period of absence.
10. Please be aware that continued absence may place your child's Post-16 place in jeopardy and behaviour/attendance consequences may be used.

**DECLARATION:**

I/We have read all the Pre-Request Information and understand that the absence may not be agreed which may cause further discussions and actions to be taken.

***All parents/carers & adults living with the child must sign below:***

Signed:		Date:	
Signed:		Date:	

**To be completed by the academy/school:**

Date Received by School:		Request received in advance of travel? (Ideally 3 weeks')	Yes / No	Number of school days requested:		Current Attendance:	
Last year's attendance (if relevant e.g., Autumn)		Conversation or Meeting required to discuss reasons/gain more info?	Yes / No	Date additional evidence to be received by: (if appropriate)			
Specific Reason for Decision:				Decision:	AGREED / REFUSED		
Date decision letter posted to each parent/carer:				Date Email Copy Sent: (if sent)			
Principal/Headteacher Signature:				Date:			
Leave Taken:	Yes / No	Absence (G/C) & Reason noted on Student MIS Record:	Yes / No	Return Date Diarised: (to consider next action e.g., PN, Monitor etc.)		Yes / No	