



# Camp School Attendance policy Absence request form

Please note that where attendance is less than 95%, absence will not be authorised.

School will not grant any leave of absence during term time. If there are exceptional circumstances behind a request for absence they should always be discussed with the Head Teacher. If a child is absent from school because of a holiday or leave of absence that has not been agreed by the Head Teacher, it will be classified as an unauthorised absence. This approach is strongly supported by the Department for Education and the Local Authority (see letter overleaf and at [HCC term time holiday letter](#)).

Please note that where attendance is less than 95%, absence will not be authorised.

I would like to apply for an authorised absence from school for the child/children named below:

Child/children's name/s	Year Group	<b>FOR OFFICE USE ONLY:</b> % Attendance
1. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Dates of Absence

From  To

Total number of school days

The **exceptional circumstances** that require my child/children to be absent from school are:

Signed (Parent/Carer)

Date



**Children's Services**  
**Director: Jo Fisher**

**County Hall CHO126**  
**Hertford, SG13 8DF**  
**Tel: 0300 123 4043**  
**Email:**  
**Our ref**  
**Your ref:**  
**Date: 14th September 2021**

Dear Parent / Carer,

I understand that you are unhappy with the Head teacher's decision not to authorise time away from school to allow your child to take part in a family holiday.

Changes to legislation, which came into force in September 2013, made clear that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers no longer have the discretion to allow up to 10 school days in a school year for a family holiday or to agree extended leave for parents to visit their country of origin.

If there are exceptional circumstances behind your request, you should discuss these with your Headteacher, if your child is absent from school because of a holiday which has not been agreed this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

The power to authorise an absence rests with the Headteacher and not with the local authority. If you are unhappy with the Headteacher's decision you should follow the school complaints policy.

I am sure that you will want the best education for your child. By taking family holidays during the designated holiday period you will be supporting your child's full school attendance, learning and development.

Yours Sincerely,

**Jo Fisher**  
**Director of Children's Services**

[www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)