



We are called to be the hands and face of Jesus as we learn, love and grow together

Headteacher: Mr Peter Keane

St. Vincent de Paul Catholic Primary School
Bedwell Crescent, Stevenage, Herts., SG1 1NJ
Tel: 01438 729555
Email: admin@stvincent.herts.sch.uk
www.stvincent.herts.sch.uk

EXCEPTIONAL ABSENCE APPLICATION

In compliance with the Local Authority's guidelines regarding absence during term time, this will only be authorised in exceptional circumstances. Please see overleaf for the criteria for absences.

I/We (name in block capitals please) would like to request the following dates:

From (date)

To (date)

Reason for request

.....

Child's/Children's names:

..... Class:

..... Class:

..... Class:

Signed: Date:

After completing the form please return to the school office no less than 3 weeks before the date you want the period of absence to start, together with supporting letter.

Authorised Absence Application: St Vincent de Paul Catholic Primary School

Child's/Children's Names

a) Your request for absence **has not** been granted.

b) Your request **has** been granted due to exceptional circumstances.

Signed: Date:

Mr P Keane Headteacher



Please use the criteria below when requesting authorised absence

Authorised/Unauthorised Absence

The school will rightly prioritise attendance. Absences will not be granted during term-time and will only be authorised in exceptional circumstances.

If an event can be reasonably scheduled outside of term-time then it would not be normal to authorise absence for such an event- holidays are therefore not considered 'exceptional circumstances'.

Absence can be **authorised** if:

- The pupil was ill or prevented from attending by any unavoidable cause.
- Absences to visit seriously-ill relatives or for a bereavement of a close family member are usually considered to amount to 'exceptional circumstances', but for the funeral service only, not for extended leave '
- Absences for important religious observations are often taken into account but only for the ceremony and travelling time, again, not for extended leave. This is intended for one-off situations rather than regular or recurring events.
- Absence for the families of service personnel will be taken into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
- The pupil is visiting another school for a legitimate reason.
- The pupil is attending an approved off-site activity or is receiving special off-site tuition.
- The pupil is attending a Pupil Referral Unit.
- The pupil is participating in a school approved public performance.
- The pupil is involved in an **exceptional** special occasion (e.g. if a pupil is attending the graduation of an older sibling).
- There is a life threatening or critical illness of a parent or sibling of the pupil.

In the event of any absence parents/carers must inform the school.