



# Coningsby St. Michael's CofE Primary School

School Lane, Coningsby, Lincoln LN4 4SJ

Telephone (01526) 342312

Email enquiries@coningsby.laat.co.uk

Executive Head Teacher: Mrs S Liley

Head of School: Mrs S Khanna

SENDCo: Miss Hicks

[www.coningsbyprimary.co.uk](http://www.coningsbyprimary.co.uk)

Twitter: @CSMPrimary

## APPLICATION FOR PUPIL ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES

Child's Name:		Class:		
Address:		Post Code:		
Date from:	Date to:	Total no of days:		
REASON: Please attach a letter and supporting evidence detailing why this request for leave is exceptional circumstances.				
Signature Parent/Guardian:				
Date Signed:	Service Family:	YES √	NO X	Please circle

You will only receive a response from the school if your absence request has been unauthorised.

Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full time education either by regular attendance at school or otherwise.

Where a child is a registered pupil at school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under section 444 of the Education Act.

In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.

<b>FOR OFFICE USE ONLY:</b>										<b>Other - See attached: Yes/No</b>	
Date received .....										Authorised No days	
Current Attendance .....%										..... Code <b>0</b>	
Last Academic Years Attendance .....%										Unauthorised No days	
Previous codes used:										..... Code <b>0</b>	
No. of	C	F	G	H	I	M	O	V	B	Signed	
DAYS Absent										.....	
SESSIONS Absent										Executive Headteacher	
										Date : .....	

**Believe. Aspire. Succeed.**

