



Stone Bay School

Stone Bay School
70 Stone Road
Broadstairs
Kent
CT10 1EB

Headteacher: Jane Hatwell

Telephone: 01843 863 421

Email: office@stone-bay.kent.sch.uk

Application for Pupil Leave of Absence in exceptional circumstances

Parents are legally responsible for their child attending regularly. All children of compulsory school age must receive a suitable full-time education.

Parents:

- Must make sure their child is regularly attending school or 'otherwise' (i.e. another suitable alternative)
- Are guilty of an offence if their child doesn't regularly attend school

This is set out in [section 7](#) and [section 444\(1\)](#) of the Education Act (1996).

The DfE reiterates that responsibility for ensuring attendance lies with parents, including care givers or anyone with 'parental responsibility', in its [statutory guidance for schools](#) on page 5.

Absence is permitted in certain circumstances

The DfE's attendance guidance (see pages 56 to 60) explains that schools should authorise absence for:

- Illness, including mental illness, unless they believe the child is not actually ill
- Medical or dental appointments, where it is not possible for the appointment to take place outside of school hours
- Maternity leave when a pupil is pregnant – the headteacher should decide how much leave to grant
- Days exclusively set apart for religious observance by the religious body to which the parents belong
- Study leave
- Traveller pupils, where their families are travelling and this has been agreed with the school

Authorising absence in 'exceptional circumstances'

The headteacher can only authorise a leave of absence in 'exceptional circumstances' (see page 56 of the DfE's [guidance](#)). A family holiday is not usually considered an exceptional circumstance and any application by parents needs to be made in advance with a clear explanation of why it is exceptional circumstances.

Kind Regards

Jane Hatwell

Headteacher

Getting it right for every student"





Stone Bay School

**Stone Bay School
70 Stone Road
Broadstairs
Kent
CT10 1EB**

Headteacher: Jane Hatwell

Telephone: 01843 863 421

Email: office@stone-bay.kent.sch.uk

Section A (to be completed by Parent/ Carer)

I request permission for my child: (insert pupil's name) to be absent from

school school on the following date:

The exceptional circumstances are as follows:

Signature of Parent/ Carer:

Section B (to be completed by Headteacher/ COG.

The pupil Leave of Absence has been approved / declined

Comments:

Signature of Headteacher/ Chair of Governors:

Date:

Getting it right for every student"

