GWINEAR SCHOOL

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Section A
(Please read the notes on the back of this form before you fill it in.)

Name of Pupil(s)		Class(es)	
First Day of Absence:	Last day of absence from school:		Total number of SCHOOL days absent:
Reason for requesting absence. Please include any information you would like us to consider.			

Section B
(If you are requesting absence for a family holiday and you are unable to take time off work during the school holidays, please complete this section, otherwise to Section C.) * Please read notes on the reverse of this form.

Name of parent or carer whose job affects when you go on holiday.	
Name and Address of Employer.	
Employer Signature.	
Please explain why it is difficult for you to take time off work during school holidays or attach your conditions of work.	

Section C

I have read the attached notes. The information I have given on this form is correct. Signed: Parent/Guardian Date:

Section D (for school use only)

Request approved/not approved	Attendance:	
Headteacher's signature:		Date:
Headteacher's Comments:		

Please return this form to the school office.

<p style="text-align: center;">**Notes on family holidays**</p>

Planning your holiday

We publish the dates of school terms well ahead. This is to help you plan your holidays. When you book your holiday, please check that it does not clash with the school term.

Applying for absence because of a family holiday

The Government recommends that family holidays are taken outside school terms. If you have to take your family holiday during school term, please fill in the form over the page. Please do not assume that you will automatically get permission for the absence because you have filled in the form.

Headteachers have the discretion to grant leave in term time, but they should only do so in exceptional circumstances. The Headteacher will consider the reasons for the holiday, the pupil's past attendance and the effects the absence will have on the pupil's learning. The Headteacher is unlikely to give permission simply because holidays cost less during term time.

If you are given permission for an educational visit, please note that you have responsibility for your child during that time.

Please wait to hear if the Headteacher agrees to your request. Parents can be fined for taking their child on holiday during term time without consent from the school.

Unavoidable absence from school will be authorised if it is for the following reasons:	**Other examples of absence from school that will not be authorised:**
• Genuine illness • Unavoidable medical / dental appointments (but try to make these after school if at all possible) • Compassionate leave • Days of religious observance • Seeing a parent who is on leave from the armed forces • External examinations • When Traveller children go on the road with their parents	• Any type of shopping • Looking after siblings or unwell parents • Minding the house • Birthdays • Resting after a late night • Relatives visiting or visiting relatives

The value of regular attendance

Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

Your legal responsibilities

You have a legal duty to make sure your child attends school regularly and punctually. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

Warning

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both. Alternatively, a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice will result in Court action.