



Absence Request

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

I would like to take my son/daughter Year group.....out of school.

Dates - From To (Number of school days)

This absence must be in term time because:

.....

Signed/Print/.....
(Parent/Carer)

Relationship to child

Authorised/Unauthorised by Head Teacher Date

Dear Parent/Guardian

Re: (Child's name)

Current attendance %

Further to your recent request for leave of absence.

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Leave of absence authorised between and
Please ensure that your child returns to school promptly following your absence as failure to do so can result in their removal from the school roll.

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Leave of absence unauthorised.
Any absence from school between and will be marked as unauthorised and could be referred to the Education, Entitlement and Inclusion Team who may issue a Penalty Notice of up to £100 (Section 444(A) of the Education Act 1996). For further information please visit www.gloucestershire.gov.uk

Reason (If applicable).....

Signed (Head Teacher) Date

Absences in Term Time

Reducing absence from school is a key priority nationally and locally because missing school damages a pupil's attainment levels, disrupts school routines and the learning of others.

Each year a number of pupils are absent because their parents take them on holiday during term time.

Many parents feel that the time their child misses because of a holiday doesn't affect their school work. However, a child who has 10 days holiday each year of their school life will miss 24 weeks (most of a year) of their formal education. This is in addition to unavoidable absences for instance, if your child is ill.

Parents should try every way to help their children develop a respect for education and for those who deliver it. For this reason it is very important that parents/ Carers give out the message that absence from school is neither normal nor acceptable. It is only in exceptional circumstances that the school will authorise (approve) absences other than illness. For this reason I would ask that you please give a clear indication on this form as to what are the exceptional reasons that make absence a necessity. We will certainly be sympathetic where this is appropriate.

There are 13 weeks when children are not at school. This should normally give families adequate time for holidays together avoiding encroachments on term time. From September 2013, head teachers can only grant any leave of absence during term time when they deem there to be exceptional circumstances

- a. The Head Teachers can only authorise leave of absence in special circumstances such as:
 1. For service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education
 2. When a family needs to spend time together to support each other during or after a crisis
- b. The Head Teacher cannot authorise leave of absences which are taken for the following reasons:
 1. Availability of cheap holidays
 2. Availability of the desired accommodation
 3. Poor weather experienced in school holiday periods
 4. Overlap with the beginning and end of term
 5. When a child's attendances levels have dropped below 95%.
- c. Whilst the application must be made by the parent(s) that the child normally resides with, there is no restriction on who the holiday is taken with. This is a matter for the parent(s) not the school.
- d. If the local code of practice allows, parents can be given a penalty notice or prosecuted for periods of unauthorised holidays.

When authorising or otherwise, the Head Teacher must consider carefully whether reasons for absence really are exceptional. Schools do not have to agree to absence for a holiday and will usually only authorise absence for holidays in term time when there are exceptional circumstances.

Please make any requests well in advance, in order to give time for careful consideration on both sides. Thank you.

The Chair of Governors
On behalf of The Governing Body
Calton Primary School

The school and the Education, Entitlement and Inclusion team are working together to promote high rates of attendance. Any unauthorised absences will be identified by the E, E and I Team. If you wish to contact the E, E and I Team, please let our school office know and a message will be sent on your behalf. Alternatively, please contact the E, E and I team on 01452 328764.