



Furneux Pelham C of E Primary School

Leave of Absence Requests

Furneux Pelham C of E Primary School's attendance policy places a strong emphasis on children being in school every day in order that they can develop both academically and socially to achieve their potential. The policy is available on our website or from the school office and should be read alongside this guidance.

The Government's amendments to the 2006 regulations [Education (Pupil Registration) (England) (Amendment) Regulations 2013 specify that headteachers may not grant any leave of absence during term time unless there are "**exceptional circumstances**". The Government has made it clear that parents **do not** have an automatic right to withdraw their child from school during term time.

Points to note:-

- Taking a pupil out of school during term time disrupts their learning and may cause them to fall behind their peers. Absence can also affect a child's relationship with others.
- Absences may only be authorised by the Headteacher and in advance. Please hand the attached form in to the school office with as much notice as possible and no later than 1 month prior to the requested date/s.
- Our Attendance policy defines "**exceptional circumstances**" as being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time.
- Holidays for the following reasons will never be authorised: availability of cheap holidays; availability of the desired accommodation; poor weather experienced in school holiday periods.
- Homework will not be set for holiday periods.
- Term time breaks, when added to unpredictable absences e.g. for medical reasons, all add up. ***Learning time lost from school cannot be replaced***
- If the absence is not authorised and the holiday/time is taken anyway, the Education Welfare Service may issue a Penalty Notice for £120 if paid within 28 days (or £60 if paid within 21 days) to each parent for each child taken out of school.

Leave of Absence Request Form

Name of child/children	
Class/es	
First date of absence	
Date of Return	
Number of days requested	
Has leave of absence been requested in term time before? Please give details below	
Please give full details of the <u>exceptional</u> reasons for this term time absence request. Please write a letter or continue on a separate sheet as necessary.	

Signed: _____ **Name:** _____ **Date:** _____

For school use:	Name of child/children		
Current attendance%:			
Attendance over the previous 3 terms %			
Days pupil absent this year:			
Total unauthorised absence over the last year:			
Request authorised:			

Signed: _____ Mrs. B Dyson, Headteacher **Date:** _____