



REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

NOTES TO PARENTS/CARERS

The law does not grant parents an automatic right to take their child out of school for holidays during term time. You must apply for permission in advance and the request for leave of absence must come from a parent with whom the child normally lives.

Holidays during term time are NOT classed as exceptional circumstances and will not be authorised. Unauthorised absences are referred to the Trust’s Education Welfare Officer and may result in a £60/120 fine, per parent, per child.

Where leave of absence is taken without authorisation, a warning letter or penalty notice may be issued, depending upon the individual circumstances of each case. If a child’s attendance is below 95% in the previous 12 months prior to the leave of absence being taken, a penalty notice is likely to be issued.

When deciding whether to allow term time leave the school will consider: -

- The time and duration of the leave
• Your child’s record of attendance
• Learning that will be missed.

A copy of the schools Leave of Absence Policy can be found overleaf. A copy of the Local Authority Leave of Absence Policy and Penalty Notice Code of Conduct can be found on the LA website.

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence for the purpose of a family holiday (‘G’ CODE).

NAME[S] OF CHILD[REN] CLASS () Previous 12 months attendance %
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to be absent from school from to inclusive.

My child will return to school on the following date

REASON FOR REQUEST DURING TERM TIME (Please attach any relevant documentation which supports your request): -

Signature of Parent/Carer Date:

Please return this form signed and dated to the school office, within 4 school weeks of the proposed leave where possible.

FOR OFFICE USE:

Name of Child/ren

- The Head Teacher authorises the request for leave of absence on the specified dates for the above child/ren due to exceptional circumstances.
□ The School does not authorise your request for leave of absences due to the following reason.

SIGNEDHead Teacher Date

A letter/email confirming this decision was sent to each parent on

Attendance Policy (Leave of Absence)

Aims

Our attendance policy aims to:

- support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- enable pupils to progress smoothly, confidently and with continuity through the school;
- make parents/carers aware of their legal responsibilities;
- ensure attendance meets Government and Local Authority targets

Being at School

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely. When a child's attendance gives cause for concern the parents will receive a letter from the school. If attendance continues to cause concern a further letter will be written and the family will be referred to the Trust's Education Welfare Officer.

Examples of Authorised Absence

- genuine illness of a pupil
- hospital/dental/doctor's appointment for the pupil
- major religious observances
- visits to prospective new schools
- external exams or educational assessments

Examples of Unauthorised Absences

- shopping/day trip/visit to a theme park
- a birthday treat
- oversleeping due to late night
- appointments for other family members
- family holidays

Leave of Absence

Amendments have been made to the 2006 regulations removing references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments make it clear that head teachers may not grant any leave of absence during term time. These amendments came into force on 1st September 2013.

This means that we are unable to authorise any term time absence.

Removing your child from school to take a family holiday will be recorded as **unauthorised** and will be referred to the LA Attendance Welfare Service. Consideration is given for issuing Penalty Notices for the following:

- Anytime in September.
- For any student whose attendance was below 95% within the previous 12 calendar months, measured from the date before the first day of the leave of absence (including authorised and unauthorised absence).
- At any time during formal external examinations and assessment periods, including preparation time.
- If a holiday warning letter or Penalty Notice has been issued during the previous 12 calendar months, measured from the date before the first day of the leave of absence regardless of overall attendance during the previous 12 month period.

The penalty is £60 if paid within 21 days or £120 if paid within 28 days. Penalty notices are issued to **each** parent, for each child.