



This form is to be completed by the Parent or Guardian and forwarded to the school office at least 3 weeks prior to the absence from school.

Pupil's Name \_\_\_\_\_ Tutor Group/Class \_\_\_\_\_

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School \_\_\_\_\_ Date of Return to School \_\_\_\_\_

Total number of school days missed \_\_\_\_\_

Reasons for absence from school together with reason why the absence has to occur during term time.

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*I understand that the school will only authorise an absence in exceptional circumstances and on my child's attendance being 97% based on the most relevant attendance records. If this is not agreed then any absence will be treated as unauthorised and may lead to the school contacting the Education Welfare Officer.*

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Your child's current attendance is \_\_\_\_\_ %

Request agreed.

Request denied. Absence will not be authorised.

If you decide to take your child out of school during term time we may have no option but to contact the Education Welfare Officer.

Signed by Attendance Team \_\_\_\_\_ Date \_\_\_\_\_

***Dont Forget:***

- If you take your child out of school without permission you are 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 could lead to a fine, prison sentence or both.
- Every day absent from school is an opportunity missed and we strongly advise that you do not take students out of school during term time.
- There are only 190 statutory school days which leaves 175 days for holidays, etc.
- Taking students out during term time means that students will miss out on crucial learning.
- A two week absence taken during term time is over 50 lessons your child will miss.
- Your child will fall behind with their work, having time off school puts pressure for them to catch up.
- Statistical evidence suggests that reduced attendance at school correlates with lower grades in National examinations.

At Rosemellin we monitor the children's attendance and work very closely. We will be offering attendance for families with low attendance or where non-attendance follows a pattern.

***OUR AIM IS TO IMPROVE CHILDREN'S SCHOOL ATTENDANCE AND MAKE SURE THE CHILDREN GET THE BEST CHANCE IN EDUCATION.***

## Notes on family holidays

### 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.

### 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.

### Absence for a family holiday

The Government recommends that family holidays are taken outside school terms. Headteachers will sometimes give permission for a pupil to go on holiday during term time. 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 will not normally give permission simply because holidays cost less during term time.

Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. ***This leave is unlikely, however, to be granted for the purposes of a family holiday.*** Parents can be fined for taking their child on holiday during term time without consent from the school.

### Applying for absence because of a family holiday

If you have to take your family holiday during school term, please fill in the form attached. ***Please do not assume that you will automatically get permission for the absence because you have filled in the form. Please wait to hear if the Headteacher agrees to your request.***

### 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.