



ABSENCE FROM EDUCATION DURING TERM TIME

I hereby request that an absence from education be granted to
(name of pupil)

From:..... Last day of absence

Times of absence if part-day leave: From To:.....

Purpose of absence:

Do you have children at another school? Yes/No

If yes, which school?

Date:.....
(Signature of parent/carer)

This form is to be completed and forwarded to the Headteacher before the period of requested absence. The DfE has recommended that holidays should not be taken during term time. The DfE recommends that Headteacher's consider the following when deciding whether to authorise the request.

- Approval will not be given for pupils with poor attendance records.
- Approval will not be given for holiday during SATs week. Please check with school for specific dates.
- Long weekends and days off not normally be authorised as term time absence.

Number of days absence requested: (For school use)

Part-day absence requested:

Absence percentage:

Number of absences 12 school weeks prior to request:

Has absence during term time been requested previously and if so, when?

Thank you for your request for an absence from education for:

From:..... to:.....

Part-day absence (if applicable)

This will be recorded as:-

Authorised absence fordays Unauthorised absence fordays

Authorised part-day absence from: to:.....

Signed: (Executive Headteacher)

We should make you aware that school cannot be held responsible for any work your child may miss during their absence.



Requests for Leave of Absence during term time

Periods of absence during term time are strongly discouraged due to the inevitable disruption caused to learning. The school's policy is to authorise absence only in exceptional circumstances and only for pupils whose attendance in the previous 12 months is above 95%.

Exceptional circumstances include:

- Illness or medical appointments which cannot be made outside school hours.
- Religious observance
- Compassionate leave, bereavement
- School visits or exams
- Sporting events which have a significant contribution to the child's life

When an application is made for authorised absence during term time, the Executive Headteacher gives consideration to:

- The nature of the parent's wishes
- The timing of the proposed absence (e.g. why absence has to be during term time)
- The attendance pattern in the present and previous academic years
- The current attendance percentage
- The child's progress

All applications for leave must be made at least 1 month in advance. The Headteacher will review applications made and in making the decision the Headteacher will consider the circumstances of each application individually, including any previous pattern of leave in term time. The Headteacher has full authority to grant or deny a request based upon previous attendance and potential impact on the child's attainment.

We will not agree to leave of absence from school during term time under the following circumstances:

- When a pupil is just starting school. This is very important as your child needs to settle into their new environment as quickly as possible.
- Immediately before and during statutory assessment periods (SATS) for year 6 pupils.
- When a pupil's attendance record already includes any level of unauthorised absence.
- Where a pupil's attendance rate is already below 95% or will fall to or below that level as a result of taking leave of absence.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and will be subject to sanctions such as a Penalty Notice.

There is **no** automatic entitlement in law to time off in school time to go on holiday. The Education (Pupil Registration) (England) Regulations 2006 previously allowed Headteachers to grant leave of absence for the purpose of a family holiday during term time in 'special circumstances' of up to ten school days leave per year. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 which came into effect on 1st September 2013 removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear the Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.