

## ABSENCE REQUEST FORM (including holidays during term time)

To: *The Principal / HeadTeacher of* .....

*I wish to apply to have an absence authorised, for:*

Child's name ..... Class/Year .....

Child's name ..... Class/Year .....

Date from ..... date to .....(inclusive)

Name of Parent(s)/Carer(s): .....

Address: .....

<p><b>Reason for requesting an absence during term time</b> <b>(This section must be completed)</b></p>
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Signature of Parent(s)/Carer(s)  
.....

Office use only			<input type="checkbox"/> Absence authorised      Code ____ <input type="checkbox"/> Absence unauthorised
Date form received	No. of school days absence requested	% Attendance	
			Signed _____ Headteacher

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**This portion to be returned to parent/carers**

Please note, that even if this absence request is authorised and your child's attendance levels drop below a level the school deems acceptable, you may still receive letters of concern from either the school or Local Authority.

Pupil(s) name(s).....

Class/Year.....

Absence authorised      from .....to ..... (Inclusive)

Absence unauthorised      current attendance ..... % as of ...../...../20.....

Signed .....(HeadTeacher)

Date.....

**NOTES TO PARENTS/CARERS**

When requesting authorisation for a period of avoidable absence the learning that will be missed as a result must be considered. The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If you do not have Parental Responsibility and/or normally live with the child you **must** seek the consent of the parent/carer who does and that person should complete the form. Schools will only consider requests from parents/carers. Each school's Governors set their Attendance Policy which the school will then follow when deciding whether to allow term time leave for any reason. This policy should state the criteria for authorisation, example; attendance 95% or above; holiday not to be taken during the first three weeks of the autumn term, no absence during exam or assessment times etc.

**Warning:** If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and this may make you liable to a Penalty Notice for each child, payable by each parent/carer.

## AVOIDABLE ABSENCE IN TERM-TIME

**IMPORTANT:** Please read carefully the information below.

**WARNING:** If you take your child on holiday in term time without the prior approval of the school, you may be liable for a Penalty Notice\* per parent per child.

As a parent/carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays.

THE FACTS	THE LAW
<p>We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term-time leave for their child. However, it is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p><b>WHAT YOU SHOULD CONSIDER</b></p> <p>There are times during a school year when a child may experience particular problems because of term-time leave such as:-</p> <ul style="list-style-type: none"> <li>• Closeness to exams or tests.</li> <li>• During GCSE, and other examination courses.</li> <li>• During the first year at a new school.</li> <li>• At the beginning of a new school term.</li> </ul> <p>If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as <b>unauthorised absence</b> and you may receive a £60* fine per parent for each child.</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.</p> <p>However, in exceptional circumstances school may authorise, in advance, requests for periods of leave. The request for leave must come from a parent with whom the child normally resides</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>

<p><b>Other absence from school will be authorised if it is for the following reasons:</b></p> <ul style="list-style-type: none"> <li>▪ Genuine illness</li> <li>▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible)</li> <li>▪ Days of religious observance</li> <li>▪ Exceptional circumstances, such as bereavement</li> <li>▪ Seeing a parent who is on leave from the armed forces</li> <li>▪ External examinations</li> <li>▪ When Traveller children go on the road with their parents</li> </ul>	<p><b>Other examples of absence from school that will not be authorised:</b></p> <ul style="list-style-type: none"> <li>▪ Any type of shopping</li> <li>▪ Looking after siblings or unwell parents</li> <li>▪ Minding the house</li> <li>▪ Birthdays</li> <li>▪ Resting after a late night</li> <li>▪ Relatives visiting or visiting relatives</li> </ul>
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Please contact your child's head teacher if you wish to discuss this issue.

**The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.**

We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time.

\*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days