

## ABSENCE REQUEST FORM (INCLUDING HOLIDAYS DURING TERM TIME)

### NOTES TO PARENTS/CARERS

The law does not grant parents an automatic right to take their child out of school during term time. If the request is for a holiday in term time you must apply for permission in advance and the request for leave must come from a parent with whom the child normally lives, and must be for the purpose of a family holiday.

When deciding whether to allow term time leave, for any reason, the school will consider:-

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

**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 £50/100 fine.

**TO THE HEADTEACHER**..... **SCHOOL/COLLEGE**

I wish to apply for

NAME[S] OF CHILD[REN] \_\_\_\_\_ CLASS \_\_\_\_\_

\_\_\_\_\_ CLASS \_\_\_\_\_

\_\_\_\_\_ CLASS \_\_\_\_\_

to be authorised as being absent from school from \_\_\_\_\_ to \_\_\_\_\_ inclusive

**REASON FOR REQUEST FOR ABSENCE DURING TERM TIME:**

  
  

**IF HOLIDAY REQUEST, EXCEPTIONAL CIRCUMSTANCES WHICH MEAN THAT THE HOLIDAY CANNOT BE TAKEN DURING A SCHOOL HOLIDAY:**

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

Date of Birth Parent/Carer \_\_\_\_\_

**AUTHORISED** The School/College agrees to your child being absent from school on the specified dates.

**Absence dates** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**UNAUTHORISED** The School/College does not authorise your request for leave in term time for the following reason:

**NB If a holiday is taken without it being authorised the School/College is required to report the absence to the LA who may issue a £50 Penalty Notice\*, per parent, per child.**

SIGNED..... Head Teacher Date .....

**Please read overleaf**

## HOLIDAYS 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 £50 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 course work 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. [Standard Attainment Tests in year two, six and nine.]</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 £50* 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 of no more than ten days in total in any year. The request for leave must come from a parent with whom the child normally resides, and must be for the purpose of a family holiday.</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 to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.</p> <p>Advice from the Department for Children, Schools and Families in March 2008 states that schools can only approve absence for family holidays if they consider there are special circumstances. Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not special reasons.</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 absence from school will not be authorised:</b></p> <ul style="list-style-type: none"> <li>▪ For any type of shopping</li> <li>▪ Looking after brothers, sisters 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 schools to be open to pupils for 190 days each year, and 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 £50 if paid within 28 days, increasing to £100 if paid after 28 days and before 42 days.