

**LEAVE OF ABSENCE REQUEST**

<b>Pupils Full Name</b>	
<b>Year Group</b>	

**ABSENCE DATES**

<b>Start Date</b> –first day of absence		<b>End Date</b> – last day absent from school	
<b>Total Number of school days absent</b>			

Please present your case for taking your child/ren out of school during term time. By providing sufficient information / detail to enable us to make an informed decision. **State why you believe these are exceptional circumstances.**

- Illness or death of an immediate family member (please specify below relationship to pupil)*
- Child, parent/carer requires medical treatment*
- Child has been offered coaching, training or a scholarship for a talent*
- Other (provide details below)*

**You must provide further details below** (Continue on a separate sheet where necessary)

<b>Print name</b>		<b>Parent/Carer (circle)</b>
<b>Signature</b>		

*Under education law, parents do not have an automatic right to take their children out of school during term time. The school holiday dates are published a year in advance and we strongly advise parent/carers to book their family holidays during those times.*

**Please return this form in person to the main reception at either the Primary or Secondary site for attention of the Executive Headteacher, Mr Lucas. Note : We are unable to process incomplete forms.**

Parent/carer name \_\_\_\_\_

Emergency Telephone No: \_\_\_\_\_

Email address \_\_\_\_\_

**FOR COMPLETION BY HEADTEACHER**

<b>NOT APPROVED</b>	<b>APPROVED</b>
The following dates of absence have not been approved.	Request approved <input type="checkbox"/> Request part approved <input type="checkbox"/>
From: _____ To: _____	The following dates of absence have been approved From: _____ To: _____
As this is not an exceptional circumstance, I am unable to authorise your child/ren's absence from school.	On your child/ren's return to school your child/ren must maintain their attendance record and will also be required to catch-up on any school work missed

**HEADTEACHER'S SIGNATURE**

**DATE :**

## HOLIDAYS IN TERM TIME

Every request for absence will be considered individually, taking into account the following factors:

- The time of year proposed for the absence
- The overall attendance pattern of the pupil/s
- The pupil's stage of education, and progress; in particular, absence at times that will affect progress towards public examinations at KS3, GCSE level.

If parents keep a child/ren away for longer than is authorised by the Headteacher, any extra time will be recorded as unauthorised.

Requests for leave of absence, in line with government guidelines, will normally **not** be authorised. Parent/Carers who request leave during term time for their child must do so in advance by completing this Leave of Absence Request form for Authorised absence. Leave of absence should be requested **at least** two weeks in advance. Any short notice request for Leave of Absence must be accompanied by proof of purchase date of travel documents / supporting documentation before an appropriate decision can be made. The parent/carer will be advised of Trinity Church of England School's decision in writing. **If the Leave of Absence Request is denied and the pupil is absent during the requested period the parent carer may be liable to receive a fixed penalty notice of £60 from the Local Authority.** Penalty notices are issued on a per parent per child basis.

If you believe that the absence you are requesting is an exceptional circumstance, then please fill in the form overleaf and return it to the main reception at either Primary site, Leahurst Road or Secondary site, Taunton Road.

## THE FACTS

We recognize 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.

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.

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.

### WHAT YOU SHOULD CONSIDER

There are times during a school year when a child may experience particular problems because of term-time leave such as:

- Closeness to tests
- During the first year at a new school
- At the beginning of a new school term

If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as **unauthorized absence** and you may receive a £60\* fine per parent for each child.

## THE LAW

The law does not say that parents have an automatic right to take their child out of school for holidays during term time.

In addition to this, under new Government ruling from September 2013, we are no longer allowed to grant any leave of absence during term time unless there are very exceptional circumstances because of the fact that any time away from school can have such a significant impact on educational attainment. The new ruling also advises that any unauthorised absence, such as taking pupils out of school for holidays in term time, will trigger the school's attendance procedures, which could result in a Fixed Penalty Notice and may also lead to the Local Authorities intervention by way of court action against you.

Advice from the Department of Education 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. If a 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.

**\*Penalty Notice £60 (per parent for each child) if paid within 28 days, increasing to £120 if paid after 28 days and before 42 days**

## OTHER ABSENCES FROM SCHOOL WILL BE AUTHORISED IF IT IS FOR THE FOLLOWING REASONS:

- Genuine illness
- Unavoidable medical/dental appointments (try to make these after school if at all possible)
- Days of religious observance
- Exceptional circumstances such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveler child go on the road with their parents

## OTHER ABSENCES FROM SCHOOL WILL NOT BE AUTHORISED:

- For any type of shopping
- Looking after brothers, sisters or unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Holidays in term-time

**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.**