

# APPLICATION FOR LEAVE OF ABSENCE (EXCEPTIONAL CIRCUMSTANCES)

Leave of Absence which is requested for the following reasons will not be authorised:

- Relatives coming to visit
- Cheaper holidays in UK and abroad
- Family day trips
- Visiting family/friends who have different half terms or holidays
- Shopping/hair appointments
- Birthday treats for either parents, children or other family members
- Availability of cheap holidays/flights
- Availability of desired accommodation
- Weddings



Parents who take their children out of school without permission could be issued with a penalty notice from the local authority. If the penalty notice is left unpaid, this could result in a prosecution through the courts. After reading the details overleaf and you still wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the intended absence.

Child's name ..... Class .....

Date of birth .....

Parent/Guardian's name .....

Child's address .....

Post code ..... Telephone number .....

Parents do not have the legal right to take children out of school on holiday. Headteachers will not grant any leave of absence during term time unless there are **exceptional** circumstances.

Exceptional circumstance details .....

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Length of absence (no. of school days) ..... Destination .....

Last day in school ..... Date due back in school .....

Parent / Guardian signature ..... Date .....

## SCHOOL SECTION

Authorised **YES / NO** .....

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

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Head Teacher's signature .....

Class copy	<input type="checkbox"/>	Parent copy	<input type="checkbox"/>
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# REQUESTS FOR HOLIDAYS IN TERM-TIME

## THE LAW

The law requires schools to be open to pupils for 190 days each year, and every day is important.

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

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England)(Amendment) Regulations 2013. These amendments, as described below, came into force September 2013.

The new amendments make clear that Headteachers may not grant any leave of absence for a family holiday during term time unless there are exceptional circumstances.

Parents do not have the legal right to take children out of school on holiday.

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

If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as **unauthorised absence**

## IMPACT OF HOLIDAYS IN TERM TIME

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.

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 assessments.

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 exams or tests.  
[Standard Attainment Tests in year two and six]
- During the first year at a new school.
- At the beginning of a new school term.

Please contact Mrs Bogle, head teacher if you wish to discuss this issue.

We hope that when you have read this information you will agree that your child's education is too important to take holidays during term time, and reconsider your holiday arrangements.

However if you still wish to request a holiday as there are exceptional circumstances then please complete the application overleaf.