



## REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Please read the notes on the front of this form before you fill it in.

Name of child .....

Class .....

First day of absence .....

Last day of absence .....

Date on which child will return to school .....

Total number of days absent .....

.....

Why are you requesting leave of absence during term time? Please include any information you would like us to consider as 'exceptional circumstances'.

**In the case of parents living separately, I have informed and gained permission for this absence request from others with parental personality for the child.**

I have read the notes overleaf. The information I have given on this form is correct:

Signed ..... (parent / guardian / carer) Date .....

This form must be returned to the headteacher who alone will be able to authorise this absence from school. Failure to do so will automatically result in the recording of unauthorised absence.

Thank you.

Mrs Joanna Rodwell  
Head of School

For office use only

☐

Days taken so far

☐

Authorised

☐

Unauthorised



## REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

### Guiding Principles

1. Term times are for education. Children and families have 175 days off school to spend time together, including weekends and school holidays. **The default school policy is that absences will not be granted during term-time and will only be authorised in exceptional circumstances. The fundamental principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short'.**
2. The decision to authorise a pupil's absence is wholly at the school's discretion based on the assessment and merits of each request.
3. If an event can be reasonably scheduled outside term-time then it would not be normal to authorise absence for such an event – holidays are therefore not considered 'exceptional circumstances'.
4. Absences to visit seriously-ill relatives or for a bereavement of a close family member are usually considered to amount to 'exceptional circumstances', but for the funeral service only, not for extended leave.
5. Absences for important religious observances are often taken into account but only for the ceremony and travelling time, again, not for extended leave. This is intended for one-off situations rather than regular or recurring events.
6. We will take the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
7. We have a duty to make reasonable adjustments for pupils with special educational needs and/or disabilities.
8. Families may need time together to recover from a trauma or a crisis.
9. It is acceptable to take a pupil's record of attendance into account when making absence-related decisions.
10. St Minver School can determine the length of the authorised absence as well as whether a particular absence is authorised.

As you know, pupils of school age **must** attend school regularly. Absence during term time can seriously damage a child's education. Not only do children miss the teaching and learning happening at school on the days they are away, but they are also less prepared for the lessons on their return.

### Planning your holiday

We publish the dates of school terms well ahead. This is to help you plan your holidays. When you book your holiday, please check that it does not clash with the school term.

### The value of regular attendance

Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

### Your legal responsibilities

You have a legal duty to make sure your child attends school regularly and punctually. The school monitors your child's attendance and will take action if it is a cause for concern.

### Warning

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both. Alternatively a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of

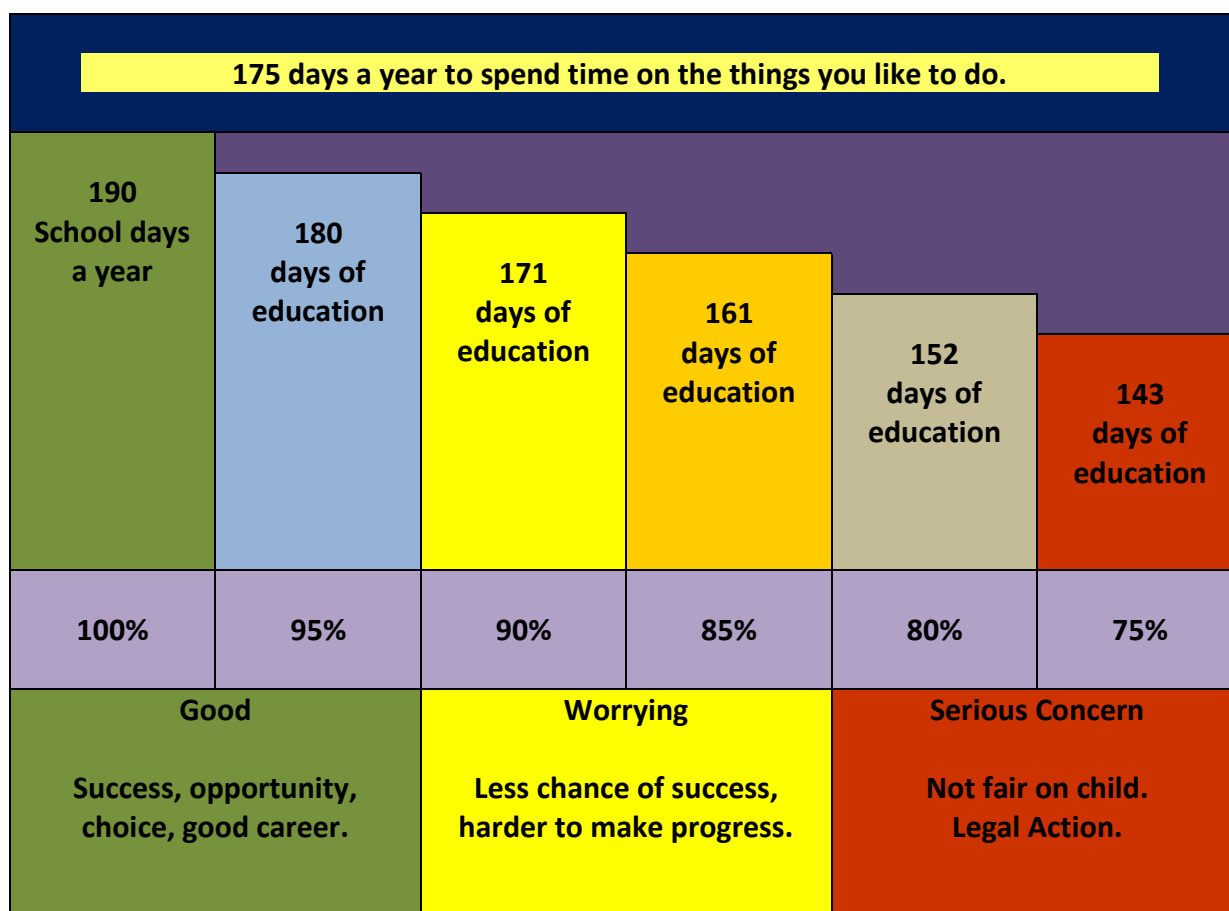


£60 if paid within 21 days or £120 if paid within 28 days. Failure to pay the penalty notice may result in court action.

## Attendance

On the back of this sheet we have provided a printout of your son/daughter's attendance so far this year. An N on this sheet signifies that your child was absent on this day but that we have not yet been provided with a reason. We would ask that you supply us with a note to cover any unexplained absences so that we can update your child's attendance record.

Below is a table showing the effect school days missed per year has on attendance. It should be noted that the national expectation for attendance is 95%. As a school our latest average figure is 94.6% so we must work hard to not only maintain this figure but improve on it. If you have any queries regarding your child's attendance please contact the school.



If you are worried about your child's attendance, please talk to us about it or contact the Education Welfare Service on 01208 72737.