

Appendix 2: Leave of Absence Request Form



Cheapside CE Primary School

Please complete and return this form to the school office **at least 3 weeks** in advance of the first day of absence and/or PRIOR to making any arrangements ie. booking flights.

To: Mrs Searle, Headteacher

Name of Pupil _____ Class _____

Date of Birth _____

Address _____

I wish to request authorisation for my child to be absent from school from (date) ___/___/___

to ___/___/___ . He/she will return to school on ___/___/___ . The total number of days absence requested is _____.

Reason for requested absence _____

Please attach a letter to the Headteacher explaining the reason for the absence request.

I have read and understood the School's Attendance Policy.

I understand that keeping my child off school if my request is not granted, will result in the absence being recorded as Unauthorised.

Parent/Carer Signature: _____ Date: _____

For school use only:

Attendance %..... Previous Leave this Academic Year Yes/No*
Arrange to meet with parent/carer*Yes/No* No of days.....
Approved/Reject* *Delete as appropriate.
Letter sent – Date:.....

HOLIDAYS IN TERM TIME. IMPORTANT: PLEASE READ THE INFORMATION BELOW

The Facts	The Law
<p>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>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:</p> <ul style="list-style-type: none"> • Closeness to tests • During the first year at a new school. • At the beginning of a new school term. <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 unauthorised absence and may lead to a £80/£160 fine per parent, for each child.</p> <p>Please contact the School Office if you wish to discuss your reasons for requesting the absence</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. Amendments to the Education (Pupil Registration) (England) (Amendment) Regulations make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.</p> <p>From 19th August 2024, changes to legislation have introduced a national threshold of 10 sessions of unauthorised absence that can trigger a penalty notice. There are 2 sessions in each school day.</p> <p>In exceptional circumstances the Executive Headteacher 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 the parent could be liable to a penalty fine or court action in relation to failure to ensure the regular attendance of their child.</p> <p>If the child is away from school for a total of 4 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>Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not exceptional circumstances.</p>

<p>Other absence from school will be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> • Genuine illness • medical / dental appointments (but try to make these after school if possible). If the medical appointment occurs in the morning or afternoon, your child is expected to attend school before or after the appointment. • Days of religious observance • Exceptional circumstances, such as bereavement • Seeing a parent who is on leave from the armed forces • External examinations 	<p>Other absence from school will not be authorised:</p> <ul style="list-style-type: none"> • 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. • Because holidays are cheaper 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.