

Dear Parents/Carers

APPLICATION FOR AN ABSENCE DURING TERM TIME

We are committed to work with you and your child to enable them to fulfil their potential. Extended absence from school will disrupt your child's learning and academic progress. You may consider that a family holiday will be educational, but your child will miss out on the teaching that their peers will receive during the absence.

Government legislation will only allow the Principal or Attendance Lead to grant leave of absence in exceptional circumstances. The term "exceptional" has not been defined in law, however, it relates to an event which is rare, unavoidable i.e. it cannot be reasonably rescheduled at any other time. A family holiday during term time does not fall into the category of exceptional circumstances, however, permission may be granted for:-

- Service personnel who are prevented from taking holidays outside of term time and evidence is provided
- Parents who are subject to a non-negotiable holiday rota and supporting evidence is provided

If you consider that your request for an absence is exceptional, please complete the form overleaf and return it to Mrs Evans in the school office at least 10 days before the start of the absence.

WARNING: If you allow your child to miss school without obtaining approval of the school, the absence will be recorded as unauthorised and you may be issued with a Fixed Penalty Notice from the Local Authority. Fines are £80 per child per parent.

I hope you will support our efforts to raise attendance and attainment at our school. As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.

Please come and speak to a member of staff should you wish to discuss this further.

Yours sincerely,

C. Monk

Mrs C Monk
Head of School/Attendance Lead

APPLICATION FOR ABSENCE FROM SCHOOL DURING TERM TIME

To complete a request for absence in term time you must have parental responsibility and be the parent with whom the child/ren normally reside. Please ensure you hand the completed form into the school office at least 10 days' prior to the proposed absence. The whole of this form will be photocopied and returned to you with the section below completed

Child's Name		Registration Group	
Sibling's Name		Registration Group	
First Day Of Absence		Date Of Return To School	Total Days Missed
<p>Please explain why you are applying for absence and the circumstances which make your request exceptional. If you are requesting absence to attend a specific event, please include date of event and travel arrangements:-</p>			
Signed/Date			
PRINT NAME			

For Office Use Only:

AUTHORISED:

☐ Your request has been authorised for the following dates:

___ / ___ / ___ to ___ / ___ / ___

UNAUTHORISED:

☐ Your request for absence from school during term time has not been authorised as the reason provided is not considered an exceptional circumstance

Signed

Mrs C Monk (Head of School/ Attendance Lead)

Date ___ / ___ / ___



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