



Please do not make any travel arrangements until you have received authorisation. If leave is taken without authorisation you may be subject to a £60 fine.

Name of Pupil		Name of Parents or Carers	
Class		Telephone number	
Siblings in this or other schools (name, dob)		Email	
<i>Dates of request. From</i>		<i>To</i>	<i>Number of Days</i>
Why are you requesting leave of absence during term time?			
What steps have you taken to minimise the impact of the leave on your child's learning?			
Where will you be staying during the leave period? Please provide the full address.			
Emergency Contact Details (UK and Abroad)- name, telephone number & relationship			
UK:			
Abroad:			
<ul style="list-style-type: none"> • I confirm that the information on this form is true • I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date • I am aware that if my child does not return to school by the date provided that he/she may lose their place at this school • I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Head teacher. 			
Signed by parent/carer		Print name & relationship to child	Date
For school use only		Date request received / /	
Has the request been considered by the Head teacher?			
Has the request been discussed with the parent/carer? Date:			
No of school days Requested No of days Authorised No of days Unauthorised			
Date of decision letter sent to parent/carer :			Ref. no.
Name of school		Head teachers signature	Date

Children should attend school for 190 days each year, and every day is important; please help them not to miss any of this valuable time. Pupils who take 10 days leave during term time can achieve only a maximum attendance of 94.7% even if there are no other absences through the year. Our school attendance target is 96%.

There will be some limited circumstances where leave in school term time may be granted. However, term time leave should not be considered as an entitlement. There is strong evidence to indicate that a significant absence from school during term time can have a negative impact upon a child's attainment and learning.

What the school expects of parents/carers

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day
- To contact school before 9:00 a.m. every day their child is absent for any reason
- To arrange medical and dental appointments out of school times wherever possible, and to collect the child from Reception and sign the child out at the office.
- To arrange holidays out of school time.
- To speak to relevant members of staff if they know of any problem which may prevent their child from attending school
- To provide a note, signed by the parent/carer, when the child returns to school explaining the reason for absence. This will be filed and may be produced if requested by officers of the CYPD

Leave of absence during term time

Parents/carers wishing to take a pupil out of school for a holiday should be actively discouraged. However, the Headteacher **may authorise up to 10 days leave in exceptional circumstances**. A leave of absence request form must be completed by the parent/carer and submitted at least 20 school days in advance of the leave. The school will inform parent/carers in writing whether the leave has been authorised (it should be made clear why a decision has been made and the criteria used should be re-iterated).

Leave of absence will not be authorised

- For regular family holidays
- When the leave is to be taken during the first two weeks in September.
- During school examinations, testing weeks or monitoring periods
- When a pupil's attendance falls below 90% within the previous 3 terms
- When a holiday, whether authorised or not, of 10 days or more has already been taken by the pupil during the academic year
- Except in exceptional circumstances, when insufficient notice is given; in line with the policy

Note: All requests are considered individually and the above list is not exhaustive; parents should not assume that their request will be automatically authorised.

If unauthorised leave is taken, consideration could be given to issuing a Penalty Notice. The Attendance and Inclusion Service will, after consulting with school, consider each case taking into consideration any mitigating circumstances and make a decision. The Local Authority will inform the school of the outcome and carry out any necessary action.

The Local Authority and the school will apply the policy consistently without bias or favouritism.

The school's Attendance Policy is available on request from the school office.