



Cotford St Luke Primary School

Absence Request Form

Absence Information

(A separate application must be completed for each child)

Name of child:		Class:		Date of birth:	
Inclusive Dates of absence:	From:		To:		

Exceptional Reason for Absence:

(You must submit requests for planned absences at least two weeks prior to the first day of absence.)

Signed (parent/guardian):

Date:

When deciding whether to allow term time leave, for any reason, the school will consider:

- The specific nature of the request
- The time and duration of the leave
- Your child's record of attendance
- The learning that will be missed

IMPORTANT INFORMATION FOR PARENTS/CARERS:

- There is no automatic right to absence for a family holiday. Authorisation of absence requests will depend on whether the application meets the LA 'Exceptional Circumstances' criteria.
- Authorisation during, and leading up to, examination periods (e.g. SATs) and in the first term of any new school placement (or academic year) will not be granted. Requests for extended leave will not be authorised, if a similar request was authorised (or extended leave was taken) during the previous academic year.
- Parents whose children are on a school register have a duty to ensure that their children attend regularly and if they fail to do so they may be guilty of an offence under the Education Act, 1993.
- NB. If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance.

For school use only

Current attendance percentage:		More than 97%	Excellent
		95% to 97%	Good
		92% to 95%	Satisfactory
		Less than 92%	Unsatisfactory
Attendance history:	Year:	Year:	Year:

☐ Holiday request?

Decision

- ☐ Authorised
☐ Unauthorised

Comments:

Signed (Headteacher):

If you would like to discuss attendance matters further, please call:

Ceri Smith (Educational Attendance Officer) on 01823 359824



TERM TIME LEAVE ADVICE FOR SCHOOLS AND PARENTS



Amendments to the 2006 regulations were made by the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#) and came into force on 1 September 2013.

The amendments make it clear that schools can only grant leave of absence during term time for **exceptional circumstances**. All reference to a holiday and/or extended leave, including the threshold of ten school days is removed. Any request for leave must be made in writing for the attention of the Headteacher in advance.

There is no formal definition offered for exceptional leave at present by the Department for Education. However, from discussion with the DfE and concerned professional associations it is suggested that exceptional leave may include:

- **Forces staff returning from lengthy active service abroad (*written proof required*)**
- **Police, Fire Service staff being told when they can or cannot take leave (*written proof required*).**
- **If a close family member has a terminal illness and it may be a last chance to be together especially if the family member lives overseas (*written proof required*).**
- **Parents having to work abroad for a fixed, minimum term period (*written proof required*).**
- **Significant year round seasonal employment restrictions (Where NO leave is allowed in any published school holiday) (*written proof required*).**

Somerset County Council (SCC) supports schools:

- In expecting parents and carers to make sure that children and young people attend school regularly. Any absence from school will impact on educational achievement, success in later life and longer term health and well being.
- In ensuring the law is upheld. Parents and carers are committing an offence if they fail to ensure the regular and punctual attendance at school of their child. Schools must explain their stance on term time leave in their attendance policy so parents/carers are clear on expectations and potential consequences, such as any unauthorised absence including taking term time leave not agreed with the school, can result in a Penalty Notice being issued to each parent for each child. Any Penalty Notice unpaid is taken to Magistrates Court as failure to secure the regular attendance of their child. If found guilty of such an offence, they might receive a criminal conviction and a potential fine of up to £1,000.

SCC cannot override a school's decision not to authorise any term time leave. There is no right of appeal.

Taking a child on holiday in term time interrupts the learning of the whole class. Teachers have to spend time helping children catch up when they return. Parents should arrange holidays for the 13 week school holiday periods. Schools are open 190 days which leaves 175 days of the year for a holiday.

Every day of your child's education is valuable. We hope that, when you have read this advice, you will consider that your child's education is too important to take extended absence during term time.