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Term Time Absence Guidance

Nurturing confidence, nurturing potential, nurturing success.

Raising the attendance of pupils in all schools is a national issue. The more time children spend in school, the more effective teaching and learning is. Our school target is **97%.** Attendance below 90% is classed as 'persistent absenteeism' and monitored by the local authority.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be considered. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school.

The school is not likely to grant leaves of absence for the purposes of family holidays as the DfE have said "there is no reason to take holidays in term time."

Where term time leave request is denied, parents/carers will be notified in writing with the reasons why. Requests for leave will not be granted in the following circumstances:

- *In the first two weeks of a new school year*
- *Immediately before and during statutory assessment periods. Statutory assessment dates will be given to parents as early as possible in the new school year.*
- *In most cases, when a pupil's attendance record shows any unauthorised absence. The headteacher may use discretion for a minimal number of unauthorised late codes.*
- *Where a pupil's authorised absence record is already above 10% for any reason. For requests received in the first half term of the new school year, attendance data from the previous school year will be used.*
- *Where the reason for exceptional leave request is clearly not exceptional and could normally be expected to happen for most children and families e.g. a milestone birthday celebration*

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Applying for leave:

- The attached form should be completed and returned to the school office.
- **Requests should be made 20 days in advance to enable time for the school to consider. You may be required to book an appointment with the headteacher to discuss your application.**
- The form will be returned to you once the application has been considered.
- You may be fined by the local authority for any absence not authorised by the headteacher.

REQUEST FOR TERM TIME LEAVE: APPLICATION FORM

Name of pupil/s:			
Siblings in other schools:			
Name of parents / carers:			
Telephone no:			
E-mail:			
Dates of request:	*From:*	*To:*	*No. of school days:*
Why are you requesting leave of absence during term time?			
Do you consider there to be exceptional circumstances? *(Please explain & attach relevant evidence to support your circumstances)*			YES / NO
What steps have you taken to avoid this request / minimise the impact of the leave on your child's learning?			
Where will you be staying during this leave period? Please provide the full address & emergency contact details:			

- *I understand that under section 444 of the 1996 Education Act, I have a legal obligation to ensure my child attends school regularly.*
- *I confirm that the information on this form is true. I have endeavoured to the best of my ability to find alternatives to taking my child out of school.*
- *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 the due date.*
- *I am aware that if my child does not return to school by the date provided that he/she is at risk of losing 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 headteacher.***

Signed by Parent / Carer:	Print name & relationship to child:	Date:

FOR SCHOOL USE ONLY and return to parents / carers

Date request received:	Number of days requested:
Signed:	Number of days authorised:
Dated:	Number of days unauthorised:

Attendance %:	Comments: **Attendance Code:**