**Application for Leave of Absence in Term Time 2022-2023**

Parents are requested to apply **4 weeks** in advance of any proposed holiday or special leave.

**I wish to apply for my child/ren (**please record child’s name & class/year group)

**Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class(es)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**to be authorised as being absent from school from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(**inclusive dates**) Total Days: ­­­­­­­­­­\_\_\_\_\_\_**

**The exceptional reason why the absence needs to be taken in term time is** (please complete this section against the stated criteria in the reverse of this form).

**Supportive evidence or a supportive signature should be provided for cases where:**

An employer cannot accommodate leave for an employee during school holidays without serious consequences. A parent is self-employed & their employment prevents them from taking holidays in school holiday times.

*I make an application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a penalty notice or a summons to court for irregular school attendance.*

**Name of Parent/Carer making application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Request approved/not approved for your child to have a leave of absence  | **Authorised** |  | **Unauthorised**  |  |
| Additional Comments:  |  |
| Head Teacher’s signature: |  |
| Date: |  |
| Response Sent |  | Added to Diary |  | Added to SIMs |  |

**APPLICATION FOR PUPIL LEAVE OF ABSENCE**

**IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME**

Education (Pupil Registration) (England) Regulations 2006 has been amended (as of 1 September 2013). School s can only grant or accept pupil absence for unavoidable reason e.g. genuine illness and emergency medical appointments. The legislation is clear that any avoidable absence may only be authorised by the school if there are exceptional circumstances. The fundamental principles for defining “exceptional” are rare, significant, unavoidable and short. By “avoidable”, this means an event that could not reasonably be scheduled at another time.

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance.** If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactory up to the date covered by this request.

The following are examples of the criteria for leave of absence, which may be considered as ‘exceptional’:

* Compassionate leave for close family weddings and funerals
* Days or religious observance
* Occasional external examinations and high-performance events
* Service personnel returning from active deployment
* Exceptional significant family events or circumstances – these will be considered on an individual basis with parents.
	+ Families needing to spend time together to support each other during or after a crisis
	+ A family holiday judged to be important to the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events
	+ Where leave is recommended as part of a parents’ or child’s rehabilitation from medical or emotional problems. Evidence must be provided.
* **Cases where evidence is provided**
	+ By the employer that it cannot accommodate leave for an employee during school holidays without serious consequences. This would be considered on a case by case basis and would not automatically be an annual authorisation.
	+ By self-employed parents whose employment prevents them from taking holidays in school holiday times. This would also be considered on a case by case basis and would not automatically be an annual authorisation.

(More guidance is available within the school’s “Guidance for Parents on Exceptional Circumstances”

This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. However, leave will not usually be granted if your child already has low attendance or if the leave coincides with important examinations. Where a Headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. Any decision in relation to the authorisation of an absence is for the Headteacher only and is final. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences. Parents/carers must obtain the school’s permission before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised. Any error made by a member of the administration team does not over-rule the original decision of the Headteacher.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. When considering the timing of your family holiday, please remember the following:

* A two week term time holiday will mean that your child misses out on 10 literacy lessons and 10 numeracy lessons
* Research shows that children often do not catch up from work missed – this could have serious consequences for their learning and progress.
* Your child’s term time holiday could affect other pupils - the time teachers have to help all the children in a class is reduced if they spend time helping your child catch up after a holiday.
* There are 175 non-school days in each year for holidays, cultural experiences and family time.

If after these considerations you feel it is absolutely unavoidable to take your child on a holiday or special leave of absence in term time, you must make an application in advance. Forms are available from the school office and we request that you apply **4 weeks** in advance of any proposed holiday or special leave.

The local education authority and the national government strongly discourage schools from allowing term time holidays. While you can be assured that each request will be considered on its individual merits, our practice is to only leave of absence in exceptional circumstances.

If we do agree to a holiday or leave in term time, it is very important that your child comes back to school on the date agreed. Failure to return could result in your child being deleted from the school roll or legal action being taken against you for the absence. Our school has a duty to keep children safe and this includes knowing where they are.

If you withdraw your child for a holiday/leave during term time and we have not agreed to it, this absence will be unauthorised. A significant amount of unauthorised absence may make you liable to a penalty notice for each child. Penalties are applied by the Local Authority and as such are not at the discretion of the headteacher.