



Absence Request Form

Notes to parents/carers

The law does not grant parents an automatic right to take their child 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 with whom the child normally lives. **Permission must be sought in advance and must be for exceptional circumstances only.**

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

- The time and duration of the leave
- Your child's record of attendance
- Learning that will be missed

Warning: If your request is refused but your child is still taken out of school, this will be recorded as an **unauthorised absence** and may make you liable to a £60/120 fine.

Please indicate if you have a child/ren who attend: **Torpoint Nursery and Infant School**
Carbeile
Torpoint Community College
Other (please specify name)

I wish to apply for
 Name(s) of Child(ren) Class
 Class
 Class

to be authorised as being absent from school from to inclusive

Reason for request for absence during term time.
 If this is a holiday request please explain the exceptional circumstances which mean that the holiday cannot be taken during a school holiday:

If your child has a medical/dental appointment, please can you provide evidence of the appointment.

Signature of Parent/Carer: Date

Current attendance %

If your child's absence falls below 85% then each time your child is absent from school you must supply the school with a copy of your child's doctor/hospital appointment as proof of the absence. The evidence is required by the Head Teacher/Education Welfare Officer.

Authorised The school agrees to your child being absent from school on the specified dates.

Absence dates ___/___/___ to ___/___/___

Unauthorised The school does not authorise your request for leave in term time for the following reason:

NB If a holiday is taken without it being authorised the school is required to report the absence to the LA who may issue a £60/120 Penalty Fine.

Signed

Date

Please read overleaf

Holidays in term time

Important: please read carefully the information below.

Warning: if you take your child on holiday in term time without the prior approval of the school, you may be issued a £60/120 Penalty Fine.

As a Parent/Carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays.

The Facts	The Law
<p>We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term time leave for their children. However, it is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>Research suggests that children who are taken out of school may never catch up on the work they have missed. This may affect test results.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may also find it difficult to renew friendships with their classmates.</p> <p><u>What you should consider</u></p> <p>There are times during a school year when a child may experience particular problems because of term time leave such as:</p> <ul style="list-style-type: none"> ● Closeness to exams or tests (Standard Attainment Tests in Year 2 and 6). ● During the first year at school ● During the first year at a new school. ● At the beginning or end of a new school term. <p>If the school cannot sanction your request for term time leave and the child is still taken out of school, this will be recorded as unauthorised absence and may lead to a £60/120 fine.</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term time.</p> <p>However, in exceptional circumstances school may authorise, in advance, requests for periods of leave. The request for leave must come from a parent with whom the child normally resides.</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of 4 weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.</p> <p>The Education (Pupil Registration) (England) (Amendment) Regulations 2013 will come into force on the 1 September 2013. The amendments make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.</p> <p>Holiday prices, and the fact that the parents have booked a holiday before checking with the school are not exceptional circumstances.</p>

Other absence from school will be authorised if it is for the following reasons:

- Genuine illness
- Unavoidable medical / dental appointments (but try to make these after school if at all possible)
- Days of religious observance
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on their only leave from the armed forces
- External examinations
- When Traveller children go on the road with their parents where the school is informed beforehand

Other absence from school will not be authorised:

- For any type of shopping
- Looking after brothers, sisters or unwell parents
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives

Please contact your child's Head Teacher if you wish to discuss this issue.

The law requires schools to be open to pupils for 190 days each year and every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time.