**PERMISSION REQUEST FOR TERM TIME HOLIDAY ABSENCE**

**IN SPECIAL/EXCEPTIONAL CIRCUMSTANCES**

***Please note: permission is required from each person who has parental responsibility***

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| **NAMES OF CHILDREN** | **CLASS TEACHERS** |
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|  |  |
|  |  |
| **DATES OF ABSENCE FROM SCHOOL (INCLUSIVE)** |  |
| First Day of Absence |  |
| Last Day of Absence |  |
| Total number of days absent school |  |
| Reason for requesting a holiday in term time  *(With additional supporting evidence if required)*  *All information supporting your application for a leave of absence must be submitted along with your application to school. This includes any evidence supporting ‘exceptional circumstances’ for consideration by the head teacher.)* |  |
| **I understand that keeping my child off school if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in a Penalty Notice being issued to me by the Local Authority for the non-attendance of my child at school.**  **1** Parent/Carer Name  Address  Date of Birth of Parent/Carer  Signature Date of Request  **2** Parent/Carer Name  Address  Date of Birth of Parent/Carer  Signature Date of Request | |
| **Please return this form to school at least 4 weeks prior to the proposed date of the holiday. You will be required to attend an interview in respect of this application.** | |
| **For School Use Only**  Agreement / Reason  Signed Headteacher Date | |

# LEAVE OF ABSENCE

## 1. AIM: ‘EVERY DAY COUNTS!’

Children need to attend regularly to take full advantage of the educational opportunities available to them. Research shows that attendance and punctuality are important factors in school success. We feel this will be achieved, with the support of parents/carers by ensuring that leave of absence will not be taken in school time, other than in exceptional circumstances. Absence during term time for any reason interrupts the continuity of teaching and learning and disrupts the educational progress of pupils

**2. The Law**

From 1 September 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 amends the 2006 Regulations and makes clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances

**3. Categorisation of Authorised and Unauthorised Absence**

The parent/guardian must provide an explanation for any period of absence from school, and it is the responsibility of the Headteacher to decide whether the absence will be authorised. School will usually authorise absences where a pupil:

* Is unable to attend school due to illness. This will be coded ‘I’. However, school reserves the right to require medical evidence before authorising an absence for illness if there are on-going concerns about a child’s attendance.
* Requires emergency dental/medical appointments. Wherever possible routine dental/medical appointments should be made after school or during school holidays. This will be coded ‘M’.
* Is absent due to ‘special’ circumstances. This will be coded as a ‘C’ code, and an example of this may be to attend a funeral of a close family member, to visit a close family member who is seriously ill or there has been a death or significant trauma in the family.
* Consideration will be given for religious festivals.
* Gypsy, Roma and Traveller absence when the family is travelling for occupational purposes.
* Offsite educational activities: this could include music, dance or drama exams, or participation in a sporting event. Approval is at the school’s discretion.

**5. Unauthorised Leave of absence**

If the leave of absence is not agreed by the school, but the pupil is absent on the requested dates, the absence will be recorded as ‘O’ this will mean that the absence has been recorded on the school attendance register as unauthorised. School will not authorise absence for:

* Holidays
* Shopping
* Birthdays
* Days out
* Looking after siblings

If the holiday in term time is not agreed by the school, but the pupil is absent on the requested dates, the absence will be recorded as ‘G’ (family holiday not agreed), this will mean that the absence has been recorded on the school attendance register as unauthorised. The Local Authority Education Welfare Officer will be notified, and a prosecution may be considered.

Our Leave of Absence procedure is aligned with our ‘Oakfield School Attendance Policy’, published on our school website.