

Request for leave during term time application form

Parents and carers are reminded that leave of absence taken **without** permission during term time may result in the issue of a penalty notice by the local authority. In line with Worcestershire County Council policy, the penalty notice fine for school absences is **£160 if paid within 28 days**, reduced to **£80 if paid within 21 days**. In the case of repeated fines, if a parent received a second fine for the same child within any three year period, this will be charged at the higher rate of £160. Fines per parent will be capped at two fines within any three year period. Once this limit has been reached, other action such as referral to the Magistrates Court under S4441 Education Act 1996 may occur.

To: The Headteacher of (School): **Date:**

I request consideration of a grant of leave of absence from school during term time for:

Name of Child: (full name) **DOB:**

First date of absence: **Last day of Absence:**

Please state reason for leave (include any exceptional circumstances to be considered):

.....
.....
.....

I have (an)other child(ren) in (an)other school(s) as follows:

Full Names and school attended:

.....
.....

Signature of 1st Parent/carer: **Print Name:**

Address:.....

Signature of 2nd Parent/carer: **Print Name:**

Address:.....

After consideration, the Headteacher will write to you to let you know if the absence is authorised or not.

For Office Use Only

Number of school days applied for:

Agreed / Not agreed Signed (Headteacher) Date:

Notification of decision letter sent to parent(s): Date:

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Guidance for Parents on Pupil Attendance

We recognise that there are some genuine difficulties and tensions for parents when they decide to take their child out of school. The following information is offered to help.

Why keep your child in school?

Some areas to consider are:

- Children have a right to the education that is planned and provided by school;
- Taking a child out of school can be disruptive to the child concerned both at the time, before and after the event;
- Children away from school miss the learning that has been planned. Many learning experiences cannot be packaged and sent home and are part of ongoing programmes. For this reason, children's progress may be interrupted;
- Confidence and self-esteem may be dented as some children can feel separated from their class because the experiences of the class have moved forward without them;
- A high number of absences in a class impact on the general level and pace of learning. Teaching may need to be adjusted for the whole class as foundations for the next stage may have been undermined by the absence of several children;
- There are 175 non-school days a year to spend on holidays, shopping and appointments. There are 190 school days a year.

Why take your child out of school?

There may be genuinely exceptional reasons for taking a child out of school. The Rivers C of E Academy Trust policy is that absence for other reasons is not authorised.

If, after taking all the factors above into account, parents decide to take their child out of school for other than exceptional reasons as described, the parents should take responsibility for this decision and appreciate that their child's absence will be regarded as Unauthorised.

All of The Rivers C of E Academy Trust academies seek to provide the very best learning experience for your children and this principle is behind our policy on time out of academies. We hope this is helpful and our Head Teachers are very happy to discuss individual circumstances with you.

Advice and support are available from the Trust Attendance Officer or by contacting your Local Authority Education Welfare Team.

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