

## **PARENTAL REQUEST FORM FOR LEAVE OF ABSENCE**

### **Leave of Absence may only be granted by the Headteacher**

#### **Please submit at least two weeks before required absence**

A student **may** be granted Leave of Absence in exceptional circumstances where:

- a) An application has been made **in advance** to the Headteacher by a parent with whom the child normally resides **and**
- b) The Headteacher considers that Leave of Absence should be granted due to the **exceptional circumstances** relating to that application.

Parents or Carers do not have the right to withdraw a student from the Academy to go on holiday or for any other reason during term-time. We would therefore ask for your support by ensuring that requests for leave of absence in term-time are made only in exceptional circumstances.

Please ensure you are granted Leave of Absence **before** you book your holiday or tickets. This decision will be provided in writing. It is very rare that a student is **granted more than ten Academy days**.

When considering a request for leave of absence the Academy may take into account:

- the amount of time requested;
- age of the student;
- the student's general absence/attendance record;
- proximity of SATs and public examinations;
- length of the proposed leave;
- student's ability to catch up the work;
- student's educational needs/attainment compared with potential general welfare of the student;
- circumstances of the leave;
- purpose of the leave;
- frequency of the activity;

If a request, or any part of it is refused, and the child does not attend the Academy, or if days in excess of granted leave are taken, that absence will be **UNAUTHORISED**.

### **The Education (Pupil Registration) (England) Regulations 2006**

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, came into force on 1 September 2013 states;

#### **Term Time Holiday**

The Education (Pupil Registration) (England) Regulations 2006 allowed Head teachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

#### **Please consider the following facts:**

##### **(SOURCE DFE)**

- A student who is authorised to take ten days’ holiday during one whole academic year will attain only 94.7% attendance.
- There is a strong link between the amount of absence and the results/qualifications that a student achieves.
- Every lesson matters – children who have time off often find it difficult to catch up and do well at school.
- Research suggests that just seventeen days missed from school equates to a GSCE grade.

Leave of Absence Application



Name of Student: .....

Year: .....

Address: .....

..... Postcode .....

Telephone Number: .....

I have read the accompanying letter and understand the impact that this Leave of Absence request will make upon my son/daughter.

I have enclosed all documentary evidence to support my application i.e. Shift patterns and/or letter from my employer.

I would like to request Leave of Absence for my son/daughter.

From: ..... To: ..... (inclusive)

Total number of days the student would be absent from the Academy: .....

***(If more than 10 days, please make an appointment with the Year Leader before submitting this form)***

Please detail the exceptional reason for requesting a Leave of Absence during term time:

Name of Parent/Carer with whom the student resides: .....

Signature of Parent/Carer with whom the student resides: .....