**APPLICATION BY PARENT FOR CHILD’S LEAVE OF ABSENCE FOR HOLIDAY DURING TERM TIME**

Please be aware of the important amendments to legislation surrounding holidays in term time. The amendments make it clear that Head Teachers may not grant **any leave of absence** during term times unless they are **exceptional circumstances**.

**“Exceptional circumstances”** are being referred to as unique or one off situations which are very unlikely to arise in the future.

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Pupils name. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . . Class . . . . . . . . . . . . .

I wish to apply for my child to be absent from school during the following dates:

Date of last day at school . . . . . . . . . . . . .. . . . . . Date of return to school . . . . . . . . . . . . . . . . .

Total number of days to be missed . . . . . . . . . . . . . . .

Please explain the circumstances that make it necessary to be absent in term time.

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*I make application for my child named above to have an 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 will be recorded as such.* *Please be aware that these remain on your child’s record and are then monitored for further action. Parents could then be issued with a fixed penalty notice and/or court action.*

Name of Parent/Carer making application . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Date . . . . . . . . . . . . . . . . . . . . . . .

***Please return this application form to school giving at least 4 weeks’ notice of the intended absence.***

***This form must be completed and returned to school even if your reason for holiday is listed in the reasons not considered to be exceptional. If no notification of absence is received school will presume your child’s whereabouts is unknown and have to act accordingly****.*

*For office use only*

**RESULT OF APPLICATION BY PARENT FOR CHILD’S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

**Child’s current absence ………………………………………. (we aim for attendance of 97% or above)**

As this has been described as an exceptional event, the absence has been authorised.

This request is not considered an exceptional event, government guidelines prohibit such absence during school term times. This particular absence has not been authorised.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Government Holiday Absence Guidance**

*The Government made amendments to the Education (Pupil Registration) (England) Regulations 2006* ***which come into force on******1st September 2013.******These state that Head Teachers may not grant any leave of absence for holidays during the term time*** *unless there are exceptional circumstances.*

*As a consequence of these changes school will not be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as:*

*- Availability of cheap holidays and cheap travel arrangements*

*- Days overlapping with beginning or end of term or inset days*

*- Day trips*

*- Sporting fixtures and shows*

*- Holiday dates of siblings at other schools*

*- Parents leave of absence from work cannot be in school holidays*

*Parents needing leave of absence for* ***exceptional circumstances*** *should complete a form from the school office before the anticipated start date. The reason for the request should be given in detail. Applications will not be granted retrospectively*.

Obviously, in cases of genuine illness, children should be absent from school and current systems for reporting illness should be followed. We may ask parents to produce a doctor’s note in cases of extended absence.

\*Nottinghamshire LA Guidance states clearly that 25% absence during a 6 week period is unacceptable and in these circumstances, fixed penalty notices maybe actioned in accordance with the Head Teachers guidance.

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|  **Above 97%:**  | Above 97%. Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best grades they can leading to best possible start in their secondary education.  |
|  **95%:**  | 95%. Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education  |
|  **90%:**  | 90%. 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.  |
|  **85%:**  | 85%. 29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.  |
|  **80%:**  | 80%. Pupils with this attendance are missing a day for every week of school.  It will be almost impossible to keep up with work.  Parents of pupils with this level of attendance could be issued with a Penalty Notice.  |