



## Absence Request Form

### Notes to parents/carers

**At St John's we firmly believe that 100% attendance supports 100% education and would urge you to consider the impact of missed learning before requesting time out of school.**

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 at least **3 weeks in advance** of the start of the requested absence (except in the case of funerals) and must be for **exceptional circumstances only**.

PLEASE NOTE: IF THE REQUEST IS NOT AUTHORISED BY THE SCHOOL, AND THE CHILD IS STILL TAKEN OUT OF SCHOOL, THIS WILL BE RECORDED AS AN UNAUTHORISED ABSENCE AND MAY BE SUBJECT TO ACTION BY THE LOCAL AUTHORITY.

### To the Headteacher of St John's Church of England Primary School

I wish to apply for

Name(s) of ..... DOB ..... School .....  
Child(ren)

(Include siblings ..... DOB ..... School .....  
attending other

Schools) ..... DOB ..... School .....

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:**

Signature of Parent/Carer ..... Date .....

**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(s):

Learning that will be missed		No Exceptional Circumstances	
The time and duration of the leave		Leave could have been taken during school holiday periods	

Signed on behalf of the school..... Position..... Date .....

**Please read overleaf**

## Holidays in term time

**IMPORTANT:** Please read carefully the information below.

**PLEASE NOTE:** If the request is not authorised by the school, and the child is still taken out of school, this will be recorded as an unauthorised absence and may be subject to action by the Local Authority.

**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 learning they have missed. This may affect their progress, routines and friendships.</p> <p>If the school refuses a request for term time leave and the child is still taken out of school, this will be recorded as unauthorised absence and may be subject to action by the Local Authority.</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 <b>exceptional circumstances</b> 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 came into force on the 1 September 2013. The amendments make it clear that <b>Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances</b>. 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 <b>not</b> exceptional circumstances.</p>

<p><b>Other absence from school will be authorised if it is for the following reasons:</b></p> <ul style="list-style-type: none"> <li>● Genuine illness</li> <li>● Unavoidable medical / dental appointments (but try to make these after school if at all possible)</li> <li>● Days of religious observance</li> <li>● Exceptional circumstances, such as bereavement</li> <li>● Seeing a parent who is on leave from the armed forces</li> <li>● External examinations</li> <li>● When Traveller children go on the road with their parents where the school is informed beforehand</li> </ul>	<p><b>Other absence from school will not be authorised:</b></p> <ul style="list-style-type: none"> <li>● For any type of shopping</li> <li>● Looking after brothers, sisters or unwell parents</li> <li>● Minding the house</li> <li>● Birthdays</li> <li>● Resting after a late night</li> <li>● Relatives visiting or visiting relatives</li> <li>● Because holidays are cheaper in term time</li> <li>● More than one day for a family wedding.</li> </ul>
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**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.**

Please help them not to miss any of this valuable time.