



Absence Request Form

Signed:	
Chair of Local Advisory Board:	Richard Crompton
Renewal	Every 2 years
Approved:	September 2022
Renewal:	September 2024

ABSENCE REQUEST FORM (INCLUDING HOLIDAYS DURING TERM TIME)

Regular and consistent attendance at school is essential. Absence and lateness disrupts a child's education. The law does not grant parents an automatic right to take their child out of school during term time. By law you must request permission from the Headteacher for your child to miss school for any reason.

This form must be completed for any form of absence (with the exception of medical and dental appointments) and it should be submitted for authorisation at least 10 days before the proposed absence and before any holiday is booked.

To be completed by Parents:

I wish to apply for:

NAME[S] OF CHILD [REN] _____ CLASS _____

_____ CLASS _____

to be authorised as being absent from school from _____ to _____ (inclusive).

Total number of school days _____

REASON FOR REQUEST FOR ABSENCE DURING TERM TIME:

IF HOLIDAY REQUEST, EXCEPTIONAL CIRCUMSTANCES WHICH MEAN THAT THE HOLIDAY CANNOT BE TAKEN DURING A SCHOOL HOLIDAY:

Signature of Parent/Carer _____ Date _____

To be completed by the Headteacher:

Child attendance _____

Authorised absence _____

Unauthorised absence _____

☐ **AUTHORISED** Whitehall Park School agrees to your child being absent from school on the specified dates.

☐ **Absence dates** ____/____/____ **to** ____/____/____

☐ **UNAUTHORISED** Whitehall Park School does not authorise your request for leave in term time for the following reason:

SIGNED..... Head Teacher Date

NB If a holiday is taken without it being authorised Whitehall Park School is required to report the absence to the LA and there may be a £60 Penalty Notice*, per parent, per child.

If the request is for a holiday in term time you must have Parental Responsibility and be the parent with whom the child normally lives. Permission must be sought in advance and must be for the purpose of a family holiday. If you do not have Parental Responsibility and/or normally live with the child you must seek the consent of the parent who does and that person should complete this form. Whitehall Park School will only consider requests from that parent.

When deciding whether to allow term time leave, for any reason, we will consider:-

- The time and duration of the leave
- Your child's record of attendance
- Learning that will be missed

WARNING: If Whitehall Park School refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and this could make you liable to a fine.

Please contact the head teacher if you wish to discuss this issue.

<p>Absence from school is likely to be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> ▪ Genuine illness ▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible) ▪ Days of religious observance ▪ Exceptional circumstances, such as bereavement ▪ Seeing a parent who is on leave from the armed forces ▪ External examinations ▪ When Traveller children go on the road with their parents 	<p>Absence from school will not be authorised:</p> <ul style="list-style-type: none"> ▪ For any type of shopping ▪ Looking after brothers, sisters or unwell parents ▪ Minding the house ▪ Birthdays ▪ Resting after a late night ▪ Relatives visiting or visiting relatives
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HOLIDAYS IN TERM TIME GUIDANCE

IMPORTANT: Please read carefully the information below.

WARNING: If you take your child on holiday in term time without the prior approval of Whitehall Park School, you may be liable for a £60 Penalty Notice* per parent per child.

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 child. 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 course work they have missed.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their peers.</p> <p>WHAT YOU SHOULD CONSIDER</p> <p>There are times during a school year when a child may experience particular problems because of term-time leave such as:-</p> <ul style="list-style-type: none"> • Closeness to exams or tests. [Standard Attainment Tests in year two, six and nine.] • During the first year at a new school. • At the beginning of a new school term. <p>If we refuse a request for term-time leave and your child is taken out of school, this will be recorded as unauthorised absence and you may receive a £50* fine.</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 exceptional circumstances school may authorise, in advance, requests for periods of leave of no more than ten days in total in any year. The request for leave must come from a parent with whom the child normally resides, and must be for the purpose of a family holiday.</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 four 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>Advice from the Department for Education states: Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.</p>

*Penalty Notice: £60 if paid within 28 days, increasing to £120 if paid after 28 days and before 42 days.