**ABSENCE REQUEST FORM**



Pilgrim Primary Academy

The law does not grant parents an automatic right to take their child out of school during term time. 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 in advance and must be for **exceptional circumstances.** 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. Schools will only consider requests from that parent and absence will only be authorised in exceptional circumstances.

When deciding whether to allow term time leave, for any reason, the school will only consider:

▪ The reason for the leave

▪ The time and duration of the leave

▪ Whether or not the leave could have been taken during the statutory school holiday periods

▪ Your child’s record of attendance

▪ Learning that will be missed

|  |
| --- |
| **Warning**  **Please note:** If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and may make you liable to a £60/£120 fine. |

To the Headteacher/Principal of **PILGRIM PRIMARY ACADEMY** School/College

I wish to apply for (name(s) of child(ren). Include siblings attending other schools)

|  |  |  |
| --- | --- | --- |
| **Child’s name** | **Date of birth** | **School** |
|  |  |  |
|  |  |  |
|  |  |  |

To be authorised as being absent from school from: \_\_\_\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_ (inclusive)

**Reason for request for absence during term time is as follows:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**If this is a holiday request, please explain the exceptional circumstances which mean that**

**the holiday cannot be taken during a school holiday:**

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**Signature of Parent/Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please complete and return to the school office**

**For office use only**

 **Authorised**: The School/College agrees to your child being absent from school on the specified dates

Absence dates from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Unauthorised:** The School does not authorise your request for leave in term time for these 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 

For holiday absence request: Number of sessions missed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Attendance % \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Likely action if absence is taken unauthorised:

 Holiday Penalty Warning Notice (see below in red)  Penalty Notice (Fine £60 / £120) to be issued

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

**HOLIDAYS IN TERM TIME**

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

**Warning:** If you take your child on holiday in term time without the prior approval of the

school, you may be issued a £60/£120 Penalty Fine, 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**

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.

Research suggests that children who are taken out of school may never catch up on the

course work they have missed. This may affect test results and can be particularly harmful if

the child is studying for final year examinations.

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 classmates.

**What you should consider**

There are times during a school year when a child may experience particular problems

because of term time leave such as:

▪ Closeness to exams or tests (Standard Attainment Tests in Year 2, 6

and 9).

▪ During GCSE, and other examination courses.

▪ During the first year at a new school.

▪ At the beginning of a new school term.

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 lead to a £60/120 fine per parent, for

each child.

**The Law**

The law does not say that parents have an automatic right to take their child out of school for

holiday during term time.

However, in **exceptional circumstances** 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.

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.

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.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force

on the 1 September 2013. The amendments make it clear that **Head Teachers may not grant**

**any leave of absence during term time unless there are exceptional circumstances.** Head

Teachers should determine the number of school days a child can be away from school if

the leave is granted.

Holiday prices, and the fact that the parents have booked a holiday before checking with the

school, are not exceptional circumstances.

**Other absence from school will be authorised if it is for the following reasons:**

▪ Genuine illness

▪ Unavoidable medical / dental appointments (but try to make these after school it 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 where the school is informed

beforehand

**Other absence from school will not be authorised:**

▪ 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

▪ Because holidays are cheaper in term time

▪ More than one day for a family wedding.

Please contact your child’s Headteacher if you wish to discuss this issue.

The law requires schools to be open to pupils for 190 days each year, and every day is

important.

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

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.