

**St Botolph's C of E (c) Primary School
REQUEST FOR LEAVE OF ABSENCE**

Before completing the Leave of Absence Request Form (on reverse), please read the following.

Family Holidays During Term Time.

Parents and carers should avoid booking family holidays during term time. Under policy guidance provided by the Local Authority requests for leave of absence for holidays in term time cannot be granted except under **exceptional circumstances**. The details of the absence criteria are explained in the following statement.

Absence during term time as a result of holidays interrupts continuity of teaching and learning, disrupts the attendance progress of individual children and creates disruption in schools. New policy guidelines for schools have been introduced from September 2006. Holiday requests will be refused, unless there are exceptional circumstances.

For permission to be granted under these criteria, attendance over the previous twenty weeks would need to be over 95%.

Exceptional circumstances could include:

- A parent, grandparent or other close relative is seriously ill and the holiday proposed is likely to be the last such holiday,
- There may have been a significant trauma in the family recently and the Headteacher might consider that an immediate holiday might enable the child concerned to cope better with the situation,
- A family trauma or bereavement,
- Or the holiday might be a unique, one-off never-to-be-repeated occasion which can only take place at the time requested.

The “financial advantages” and “family commitments” reason for a request would not be accepted under these criteria for permission.

In considering whether or not to authorize leave for a family holiday, the School will consider each case individually, taking into account a child's overall attendance and the reason for the holiday.

Leave will **not** be granted as a rule if:

- A child's attendance record over the previous 20 week period is less than 95% - even if any previous absence was due to unavoidable illness;
- The period of leave coincides with the first four weeks of term, or is near to, or coincides with, significant events in the school calendar e.g. SATs.

Should any request for authorizing absence be refused, the absence will be recorded as “*unauthorized*” in the school register. Families who take their children out of school for unauthorized absence will be referred to the Attendance Officer. This may result in legal action as a **Fixed Penalty Notice** may be issued. This could be a fine of a minimum of **£50** for each child.

If parents or carers wish to make a request for authorization of a term time holiday because they feel it is exceptional circumstances, they are asked to put the request in writing to the Headteacher, stating the reasons why they need to take their child out of school. **An appointment will then be made to see the Headteacher to discuss the request.**

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I request that my child:	Name:	
	Class	
Have authorized absence from:	Date:	
Up to and including:	Date:	
I request leave of absence for the purpose of:		

Other children in the family are:		
Name	Age	Class

I understand that a Fixed Penalty Notice may be issued if my request is denied and my child is absent during this period.

Signed:		Date:	
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For Office Use:

Please note that your child's attendance record is as follows:

Current Attendance Rate:	
Attendance Rate for last Academic Year	
Number of authorized absences this academic year	
Number of unauthorized absences this academic year	

Permission granted	
Permission NOT granted	
Please arrange an interview with the Headteacher	

Signed: (Mrs J S Daniels - Headteacher)

Date: