



Goostrey Community Primary School

Absence Request Form – please read the following before submitting your request:

Am I entitled to take my child out of school for a family holiday?

- No. Parents have a legal duty to ensure that their children attend school or the alternative provision on a regular basis
- The Education Act 1996 and The Education (Pupil Registration) (England) (Amendment) Regulations 2013 makes it a criminal offence for a parent to “*fail to secure their child’s regular attendance at the school*”
- The amendments remove any reference to *family holidays, extended leave and the statutory threshold of ten school days*.
- The amendments make it clear that Head Teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances
- The amendments give parents no entitlement to take their child out of school for a holiday in term time

What will the school do if an absence request is submitted?

The Head Teacher will determine whether the exceptional circumstance ruling applies, if not the application will be declined

For the request to be approved as an exceptional circumstance many factors are considered and include: year group and time of year, attendance, the reasons for absence are clear and valid, how the child will benefit clearly explained. If it is a holiday request the reason for not going in school holiday time has to be valid and acceptable to the school.

Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not exceptional circumstances.

On average less than 3% of requests for a holiday absence are approved annually.

Only the Headteacher (or the Deputy) has the power to approve leave of absence applications.

You will receive a written response from the Headteacher (or the Deputy) letting you know if your application has been approved or declined.

If a holiday goes ahead, after the application has been declined, the absence will be recorded as unauthorised. A penalty may then be applied. Details of these penalties are published in the school newsletter.

PLEASE NOTE. All children lose ground following absence from school and time out during term time will affect your child’s learning. Children in Year 2 and Year 6 take national tests each year in May, and Year 1 assessments in June. Year 6 assessments are ongoing throughout the spring and summer terms and are not completed until July. Any unauthorised holidays taken during term time with a Year 6 child in April, May or June, a Year 2 child in May or June or a Year 1 child the week of the phonics test will incur a penalty.

Parents need to be aware that they and the pupils may miss some important and exciting school events if a holiday is taken during term time. In these circumstances it is the parents’ / carers’ responsibility (not the school’s) to make sure they are up to date with what is happening in school.

It is school policy not to provide work for pupils who are on holiday.

Having read this information if you still want to submit an absence request please fill in the form overleaf:

Child's /children's names:

Class / classes:

First day of absence:

Return to school:

Number of days absent:

Exceptional circumstances supporting the request for absence during school term time.

Signed by the parent / carer.....

TO BE COMPLETED BY THE SCHOOL
REQUEST APPROVED / DECLINED
Signed (Head teacher)
Date