



SCOTCH ORCHARD PRIMARY SCHOOL

APPLICATION FOR LEAVE OF ABSENCE

Full name of child/children

1. _____ Year Group _____
2. _____ Year Group _____
3. _____ Year Group _____

Leave Request Dates:

From: _____ To: _____ Total Number of school days: _____

Reason for leave: (please tick)

- Medical
 Exceptional Circumstances

Please provide more information

- I request to take my child/children out of school on the dates and for the reasons stated above.
- I understand that the absence of my child/children will reflect in their overall attendance record.
- I understand that the Headteacher has the discretionary power to refuse requests if my child already has a poor record of attendance or if National Tests are taking place at the time of the absence.

Section 444 of the Education Act 1996 makes it an offence if a parent fails to secure their child's regular attendance at school; if that absence is not authorised by the school at which the child is registered.

Signature of person with Parental Responsibility: _____

Please print name: _____

Date of application: _____

Office use only

Headteacher Signature: _____ Current Attendance %

Reply sent Yes/No Code for MIS _____

Entered on MIS Yes/No Date: _____

TERM-TIME HOLIDAYS – A Guide for Parents

Term-time holidays are discouraged and should only be planned in exceptional circumstances.

In these situations:

Scotch Orchard Primary School will consider each application individually; its policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off school for family holidays **is not a right**. An application must be made in writing, with appropriate evidence, **in advance** of the intended holiday.

From 1st September 2013, the law states that schools should not authorise leave of absence unless:

- *An application has been made **in advance** by the parent with whom the pupil normally resides AND*
- *The Head teacher considers that there are exceptional circumstances relating to the application.*

Scotch Orchard Primary School **will consider** authorising holidays for (exceptional circumstances):

- service personnel who are prevented from taking holidays out of term time;
- when a family needs to spend time together to support each other during or after a crisis;
- parents who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect.

Requests for holidays for the following reasons will **NOT** be authorised:

- cheaper cost of holiday;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

Scotch Orchard Primary School will respond to all requests for a leave of absence in writing giving the reasons for the decision.

Scotch Orchard Primary School will NOT authorise a holiday during periods of national tests ie: SATs examinations / Phonics Screening.

If unauthorised holiday leave is taken in term time and the child is absent for more than 10 school sessions (5 days) the school will notify the Local Authority Education Welfare Officer who may issue a Penalty Notice. *This may result in a fine being issued.*