

Dear Parent/Guardians

REQUEST FOR ABSENCE IN TERM-TIME

I recognise that there can be seemingly good reasons to request an absence during term-time. However, it is important that parents/guardians carefully consider the implications of taking your child out of school during term time. Research suggests that children who are taken out of school may never catch up on work they have missed. This can affect test and examination results and your child's future career prospects.

The law does not say that parents/guardians have an automatic right to take an authorised leave of absence from school during term-time. However parents/guardians can request an authorised absence for this purpose.

In "special circumstances" I may authorise, in advance, such requests for leave totaling up to ten school days in a school year. Any requests for leave should come from a parent/guardian with whom the child normally resides, and must demonstrate "special circumstances".

The issues that I take into account when considering a request for leave of absence for the purpose of a holiday should include at least one of the following two 'special circumstances':

- (a) A clear compassionate element
- (b) Evidence of parents'/guardians' very restrictive employment conditions on when they can have their holiday.

Further, these additional factors will also be taken into account:

1. Any holidays already taken in the school year or previous years
2. Age of the child and national curriculum year
3. The child's general absence/attendance record
4. Proximity of school or GCSE examinations
5. Length of the proposed leave
6. The child's ability to catch up the work missed
7. The child's educational needs
8. The general welfare of the pupil
9. Special circumstances of the request
10. Purpose of the leave
11. Educational purpose of the requested absence
12. Proximity to a school holiday

If I refuse a request for term-time absence and your child is still taken out of school, this will be recorded as unauthorised absence and noted on your child's record. This may be used in any legal action taken for poor attendance and when issuing a penalty notice.

Absence requests of more than 10 school days will not be authorised.

If you wish to talk to someone about this advice, please contact our school's Education Attendance Officer Zenah Rowe (01823) 334475.

Please be aware that other than for sound educational reasons or special circumstances, I am loathe to authorise absence from school, as students only attend school for 190 days in the calendar year. I do not wish to be difficult but believe that regular attendance is critical. I do not wish to disappoint parents and would therefore urge you to refrain from making any such request.

Yours sincerely



**PAUL SCUTT
HEADTEACHER**

REQUEST FOR AN ABSENCE IN TERM-TIME

IMPORTANT: Please read carefully the information below

When deciding whether to allow term-time leave the school will consider:

- The length of the leave period requested taken together with previous leave taken within the current school Year. (If the total exceeds 10 school days authorisation can only be granted in exceptional circumstances).
- The stated **SPECIAL CIRCUMSTANCES (holidays totaling 10 days and under)/or EXCEPTIONAL CIRCUMSTANCES (holidays totaling over 10 days).**
- Age of the child and national curriculum year
- The child's general absence/attendance record
- Proximity of school or GCSE examinations
- The child's ability to catch up the work missed
- The child's educational needs
- General welfare of the pupil
- Purpose of the leave
- Other issues that may be detrimental to your child's education

The request should clearly show **(a)** a compassionate element **(b)** a significant extended-family event or **(c)** very restrictive employment conditions on when the parent can take his/her own leave.

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and noted on your child's attendance record. This may be used in any legal action taken for poor attendance.

To: The Headteacher: Bishop Fox's School

I wish to apply for:

Name	Year Group
1.
2.

to be authorised as being absent from school from to inclusive for the purpose of a holiday/educational activity delete as appropriate) at (specify location)

.....

Please supply your email address:

Head of Year comments

Authorised _____ Name Printed _____ Role _____

Not Authorised _____ Name Printed _____ Role _____
