

# Huncote Community Primary School

## REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Child's name: .....

Class: .....

Child's name: .....

Class: .....

I am requesting permission for my child(ren) to be absent from school for the period:

..... to ..... (inclusive)

Please indicate the reasons for this absence. If this is for a holiday, please indicate why this holiday could not take place in the course of the normal holiday pattern (please see the attached – guide for parents before writing your reasons)

Please note:

Head teachers have a discretionary power to refuse requests if your child already has a poor record of attendance or if national tests are taking place at the time of the holiday / absence

Signed.....  
Parent/Carer

Date.....

*for office use only*

ABSENCE REQUEST

AUTHORISED

NOTAUTHORISED

Child's name \_\_\_\_\_

Class \_\_\_\_\_

Signed \_\_\_\_\_ *Head teacher* Date \_\_\_\_\_

Assuming your child has no further absence, his/her attendance rate will be \_\_\_\_\_% after this authorisation.

The school target is 97.5%

*As a result, any further requests for holiday absence received in the next year will not be considered*

# ABSENCE RECORDED AS AUTHORISED

## Term-time holidays – A GUIDE FOR PARENTS

Term-time holidays are intended for children whose parents are unable to take holiday at any other time.

Huncote Community Primary School will consider every 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.

Huncote Community Primary School will consider authorising holidays for:

- service personnel and other employees 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.

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

Huncote Community Primary School will NOT authorise a holiday during periods of national tests ie: SATs examinations.

## 6. Extended leave of absence

In considering absence for extended trips overseas Huncote Community Primary School will take account of the following:

- a visit to family overseas has a very different significance from a normal 'holiday';
- such visits may be important in terms of children's identity and self-esteem as they grow up;
- parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school (although parents could be encouraged to use the school holiday periods for at least part of their trip);
- the reasons for wishing to make a visit is more difficult, particularly for minority ethnic families, where huge distances and high costs are involved.
- Where extended leave of absence is granted there will be an expectation that the pupil undertakes some school-set work during this period.