



Working together, with Jesus beside us, to achieve our full potential.

Gnosall St Lawrence CE Primary School Leave of Absence Request Form

We want all of our pupils in school for as much time as possible in order to maximise their learning time and opportunities. We strongly discourage term time breaks and holidays and we ask parents not to request them unless they are for *truly* exceptional circumstances (see below).

Points to remember:-

- Under legislation in September 2013, the Government has made it clear that parents **do not** have an automatic right to withdraw their child from school during term time.
- Under legislation in September 2013, the Government has made it clear that Headteachers **no longer have the discretion** to authorise term time absence, **unless it is due to exceptional circumstances.**
- Taking a pupil out of school during term time disrupts their learning and may cause them to fall behind their peers. Absence can also affect a child's relationship with others.
- Term time breaks when added to unpredictable absences e.g. for medical reasons, all add up. *Learning time lost from school cannot be replaced!*
- If the absence is not authorised and the holiday / time is taken anyway, the case may be referred to the Education Welfare Service who may issue a Penalty Notice **for each child** taken out of school.

Examples of exceptional circumstances may be:

- Religious observance
- Family bereavements
- Service personnel prevented from term time holidays
- Family crisis/serious issue meaning family needs to spend time together
- Certain exams and recognised short time sporting/ cultural activities (evidence needed)

Documentary evidence may be requested for an exceptional circumstance before a decision can be made.

Each request will be considered by the Headteacher. Term time holidays because they are cheaper out of school holiday term do not constitute exceptional circumstances and will not be authorised.

Absence forms are not needed for illness- follow usual procedures of telephoning the school daily.

Name of child NB A separate form needs to be completed for each family child requesting an absence	
Class	
First date of absence	Date of Return
Number of days requested	
Has leave of absence been requested in term time before?	Please give details
Please give full details of the <u>exceptional</u> reasons for this term time absence request (Please write a letter or continue on a separate sheet as necessary)	

Signed: _____ Name _____ Date _____

Please give us **at least two week's notice** of absence requests. If in doubt or you need help or advice please speak to the office or arrange to speak to the Headteacher

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE. We will then send out a letter authorising or not authorising the absence request.