



**HUTTON ALL SAINTS' C. OF E. PRIMARY SCHOOL  
ABSENCE REQUEST FORM**

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application. **HEADTEACHERS ARE NO LONGER ABLE TO AUTHORISE HOLIDAY DURING TERM TIME.**

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance which is considered to be poor. 10 days absence also means the pupil will miss 50 hours of education.

There is **no** entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

**IMPORTANT— the Essex Code of Conduct for Penalty Notices has been reviewed and the changes came into effect on the 1st October 2017.** We have to advise you of the following changes:

- Penalty notices may be issued where there has been at least 10 sessions (5 days), of unauthorised absence during the previous 10 school weeks. This includes unauthorised late arrivals, coded U, which count as unauthorised absence for the whole session.
- Due to the importance of pupils settling into school at the commencement of the school year, penalty notices may also be issued if there have been at least 6 consecutive sessions (3 days), of unauthorised leave of absence during the first 2 weeks of September due to a term-time holiday.

If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

**To Mrs Manookian**

**Please complete one application per child.**

Name of Child	
D.O.B:	
Class:	

Date of First Day of Absence: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Number of Days Requested: \_\_\_\_\_

**Important: A letter must be attached to this request, outlining the 'exceptional circumstances' for which a leave of absence is being applied for.**

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Signature of 2nd Parent (if required) \_\_\_\_\_ Date \_\_\_\_\_

**PERCENTAGE ATTENDANCE \_\_\_\_\_**

- AUTHORISED** The School agrees to your child being absent from school on the specified dates.
- UNAUTHORISED** The School does not authorise your request for leave in term time for the following reason:

SIGNED \_\_\_\_\_ Head Teacher Date \_\_\_\_\_

**Please read overleaf**

## HOLIDAYS IN TERM-TIME

**IMPORTANT: Please read carefully the information below. If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school. As a parent/carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays.**

### THE FACTS

We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term-time leave for their child. However, it is important that parents carefully consider the implications of taking their child out of school during term time. Research suggests that children who are taken out of school may never catch up on the course work they have missed.

Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.

### THE LAW

If the child is away from school for a total of four weeks or more, we may take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances, it is up to the parent to give the school medical proof as, once removed from roll, there is no guarantee that the child will gain a place at the school.

**Other absence from school will be authorised if it is for the following reasons** (this is by no means an exhaustive list):

- Genuine illness
- Unavoidable medical / dental appointments (but try to make these after school if at all possible)
- Days of religious observance
- Exceptional circumstances, such as bereavement
- Seeing a parent who is on leave from the armed forces
- External examinations
- When Traveller children go on the road with their parents
- In **specific designated professions** where it is understood that the parent has no choice on holiday dates.

**Other absence from school will not be authorised** (this is by no means an exhaustive list):

- For any type of shopping
- Looking after brothers, sisters or unwell parents
- Minding the house
- Birthdays
- Resting after a late night
- Relatives visiting or visiting relatives
- Parents/sibling medical appointments.

**Please contact Mrs Manookian if you wish to discuss any possible absence.**

We hope that when you have read the above you will consider that your child's education is too important to take holidays during term.