

## LEAVE OF ABSENCE REQUEST FORM – ETCHELLS PRIMARY SCHOOL

### Section A – To be completed fully by Parent / Guardian

(Please complete a form for each individual child wishing to be granted leave)

Name of Child:		
Class:		
Name of Parent:		
Address:		
Start Date of Proposed Leave:		
End Date of Proposed Leave:		
I have read the information regarding Term Time Holidays and Leave of Absence on the reverse of this form		YES / NO
I am aware that only exceptional or special circumstances can lead to authorised absence		YES / NO
I am aware that the price of a holiday / flights will not constitute special or exceptional circumstances		YES / NO
Reason for Request:		

Signed: \_\_\_\_\_ Parent / Carer                      Date: \_\_\_\_\_

### Section B – To be completed by School and returned to Parent / Guardian

Date: \_\_\_\_\_ Pupil's Current % attendance: \_\_\_\_\_

The request may be deemed special / exceptional circumstances and on this occasion is approved. Please note that this does not set a precedent for future requests being authorised.	ABSENCE APPROVED
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The request does not meet the guidelines for special / exceptional circumstances and is not approved. If taken the absence will be unauthorised and may be subject to a fine from the Local Authority.	ABSENCE NOT APPROVED
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*Cathy Beddows,*  
Headteacher



March 2014

Dear Parent/Carer

## **Term Time Holidays and Leave of Absence**

I am writing to advise you of a change in the school's policy in relation to holidays in term time and other leave of absence. These changes reflect recent changes in the law and the guidance to schools published by the government, and are in line with the advice and policies promoted by the Local Authority across all the schools in Stockport.

After illness, the taking of holidays in term time has been in recent years the single largest cause of absence from schools in England. At Etchells Primary School we believe that holidays in term time are undesirable because of the impact on our pupils' education, and we strongly encourage parents always to take family holidays during the 13 weeks of school holidays which are available to families each year.

Research has shown that there is clear link between levels of attendance and levels of achievement. In short, the more time a pupil misses school, the lower their levels of achievement are likely to be.

Taking holidays in term time has a disruptive effect upon pupils' learning and it is often difficult for pupils to catch up with work that has been missed. It may also suggest to pupils that their education is not an important priority.

Please take the time to read the information below so that you are aware of the changes and how you may be affected.

### **Changes in the law**

With effect from 1<sup>st</sup> September 2013 the law concerning term time holidays and leave of absence has changed. Previously schools were allowed to authorise pupils to miss up to 10 days school a year for the purpose of family holidays if they felt there were special circumstances which justified it. **This right has now been abolished.** Schools are now only allowed to authorise leave of absence from school for any reason if they are satisfied that there are exceptional circumstances.

The effect of this change means that it is now very unlikely that permission for pupils for leave of absence for holidays or other purposes will be granted. Schools may also require evidence to be provided before agreeing to authorise any exceptional leave of absence.

### **Education Penalty Notices**

In line with the policy of other local schools and the Local Authority, parents should be aware that with effect from 1<sup>st</sup> April 2014 if holidays or other leave of absence are taken during term time without permission they may be issued with Education Penalty Notices by the Local Authority.

Education Penalty Notices are fixed penalty fines of £60 (rising to £120 if unpaid within 21 days) per parent per child by the Local Authority. \_\_\_\_\_

### **Requests for Leave of Absence**

As mentioned above, parents are strongly requested to take holidays during the school holidays. If you wish to request Leave of Absence for any reason I would ask you to do so in writing to me by completing a Leave of Absence request form at least four weeks before the start of the proposed leave.

Yours sincerely

*C Beddows*

Headteacher