



## ABSENCE REQUEST FORM

This form must be completed before the Head teacher can consider your application for extended absence. You must complete all sections of this application and a separate application must be completed for each child.

On receipt of the completed form, the Head teacher will look at your child's previous attendance record, and exams or assessments that will be missed before making any decision.

**Please Note:**

1. You must **FIRST** request extended absence
2. You will receive an initial response and **IF** authorised only then should any tickets be booked
3. We will then require a copy of the tickets.

**Child's name:** .....

**Year:** .....

**Date of Birth:** .....

<b>First day of absence from school:</b>  	<b>Date of return to school:</b>  
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**I request absence for my above named child to accompany me on a visit to** (full address of destination):

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**Reason for visit:** (The Head teacher is unable to consider your request unless you give a reason).

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**I understand that:**

- The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.
- Land of Learning policy only allows absence to be authorised in **exceptional circumstances** such as a bereavement or serious urgent illness of a close family member.
- The Head teacher will not authorise more than one period of absence whilst my child is on roll at Land of Learning.
- All absences will be unauthorised, unless agreed by the Headteacher **prior** to booking travel.
- Each application will be examined on a case by case basis by the Headteacher and the School Committee.

**Name:** .....

**Contact number:** .....

**Signed:** ..... (Parent / Carer)

**Date:** .....

**Office Notes:**

- AUTHORISED** from ..... to ..... ( ..... sessions)
- UNAUTHORISED** from ..... to ..... ( ..... sessions)
- Previous extended absence in .....
- Attendance for current year .....
- Pupil in Foundation 1
- Pupil in Foundation 2
- Pupil in KS1
- Pupil in KS 2

Comment
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Signed: ..... Head teacher      Date: .....

**IMPORTANT: Please read the information below carefully.**

**WARNING: If you take your child on holiday in term time without prior approval of the school, your child may lose their place at the school.**

**As a parent/carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holiday during school holidays.**

THE FACTS	THE LAW
<p>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.</p> <p>Research suggests that children who are taken out of school may never catch up on the work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>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.</p> <p><b>WHAT YOU SHOULD CONSIDER</b></p> <p>There are times during a school year when a child may experience particular problems because of term-time leave such as :-</p> <ul style="list-style-type: none"> <li>• Closeness to exams or tests</li> <li>• During SATS, and other examination courses</li> <li>• During the first year at a new school</li> <li>• At the beginning of a new school term</li> </ul> <p>If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as <b>unauthorised</b> and will lose their place at the school.</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.</p> <p>The Local Education Authority works closely with schools to reduce the number of children missing school.</p> <p>However, in exceptional circumstances school may authorise, in advance, requests for periods of leave of no more than ten days in total in any year. The request for leave must come from a parent with whom the child normally resides.</p> <p>If a child is away from school for a total of four weeks or more, the school may have to 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 inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.</p> <p>Advice from the Department for Child, Schools and Families in March 2008 states that schools can only approve absence for family holidays if they consider there are special circumstances. Holiday prices, and the fact that parents have booked a holiday before checking with the school, are not special reasons.</p>

<p><b>Other absence from school will be authorised if it is for the following reasons:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Genuine illness</li> <li><input type="checkbox"/> Unavoidable medical / dental appointments (but try to make these after school if at all possible)</li> <li><input type="checkbox"/> Exceptional circumstances, such as bereavement</li> <li><input type="checkbox"/> External examinations</li> </ul>	<p><b>Other absence from school will not be authorised:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For any type of shopping</li> <li><input type="checkbox"/> Looking after brothers, sisters or unwell parents</li> <li><input type="checkbox"/> Minding the house</li> <li><input type="checkbox"/> Resting after a late night</li> <li><input type="checkbox"/> Relatives visiting or visiting relatives</li> <li><input type="checkbox"/> Family weddings</li> </ul>
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