



Prior Weston Primary School and Children's Centre

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Guidance Notes for Application for Leave Of Absence For Pupils During Term Time

There is no entitlement for a parent/carer to remove their child from the school for the purpose of a holiday or extended trip overseas during term time. In accordance with government advice, we grant leave of absence will only **in exceptional circumstances** in any academic year. If you want to apply for Leave of Absence, you will therefore be expected to make a clear and well supported case to prove that the circumstances are exceptional.

Parents/carers are advised not to make any travel arrangements or reservations until leave has been granted.

The guidelines for applying for leave of absence are set out below:

1. Parents/carers must make a case for taking a child out of the school for any period during the school term. No parent/carer can demand leave of absence for the purpose of a holiday as a right and the school is not obliged to agree to such requests.
2. The Head Teacher has the authority, through current legislation, to decide whether or not to authorise the absence. In making a decision, the Head Teacher will take the following into account:
 - The reasons given for the leave of absence (e.g. the "exceptional" circumstances)
 - The time of the year and/or term
 - Whether the student will miss any preparations for tests/exams
 - The student's previous attendance record – including any patterns of absence
 - If leave is granted, the amount of leave will not normally exceed ten working days in any year. (*Regulation 12, The Education School and Further Education Regulation 1989*)
3. Parents/carers who are considering taking their child out of the school during term are requested to fill in the form overleaf and speak to our attendance officer about their reasons for applying for leave. During this conversation they will be able to discuss the impact such a period of leave can have on the education and achievement of their child.
4. Parents/Carers should note that even if special leave is granted by the Head Teacher, it will still be recorded as absence, although it will be deemed "authorised absence".
5. Where a student has been granted a leave of absence and fails to return to the school on the date agreed, and the failure is not due to sickness (backed up by a doctor's certificate) or any other unavoidable case, the student risks losing his/her place in the school (*Regulation 9 of The Education – Pupil Registration – Regulation 1995*). If a child loses their place in this way, parents/carers can reapply to Prior Weston, but we cannot guarantee that a place will still be available, because many year groups are full and there is a waiting list of pupils seeking entry.
6. Students who go on unauthorised leave or exceed the agreed period of leave may be referred to the Education Welfare Service who have the authority to issue a Warning Notice and/or a Fixed Penalty Notice (that is, a fine).

Except for the most exceptional of circumstances, parents must avoid taking your child out of school for any length of time as there is clear evidence that disruption in a student's education has a detrimental effect on the student and his/her future achievements. Your child will miss a large amount of work and will find it difficult to catch up with work missed during the holiday.

Please find over a copy of the application form for term time leave of absence and extended trips overseas during term time. This must be completed and returned to the school **at least 14 days before the period of absence being requested**. You may also find it helpful to refer to *Pupil Leave of Absence During Term Time: Islington EWS Guidance for Parents*. Additional copies of the publication can be obtained from the Education Welfare Services.



www.priorweston.islington.sch.uk/





Application For Leave Of Absence During Term Time

Child's Name:

Child's Class Name:

Year Group:

Dates of absence:

Date of first day your child will be away from school:

Date your child will return to school:

Reason for taking your child out of school during term time:

**Please note we are not authorised to give leave for holidays:*

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I have read the attached letter and understand that my child can only be away from the Prior Weston for the dates agreed by the Head Teacher. I also understand that if my child does not return to school on the agreed date, and that failure to return is not due to sickness or any other unavoidable circumstances, it is possible that my child could lose their place in the school. I understand that should this happen I can re-apply for a place, but there is no guarantee that the reapplication will be successful.

Name of Parent/Carer:

Telephone number: HomeWork

Signed:

This form is to be completed by the Parent/Carer and handed into the attendance Officer for approval at least 14 days **before** the period of absence.

Outcome(please circle)

Approved
Not Authorised

Head teachers Signature	
Date	

For office use

Returned to parent date		Method	
Date entered on ScholarPack register & notes		By whom	

