



Leave of Absence Request Form

This form should be completed and submitted to Ms L. Loynes (Headteacher) within four weeks of the start of the proposed leave of absence. A separate form should be completed for each child that leave of absence is being requested for.

Parents and carers are reminded that leave of absence taken without permission may result in the issuing of fixed penalty fines by the local authority of up to £120 per parent per child.

Parents and carers are also reminded that leave of absence for the purpose of holidays in term time can no longer be granted except in the most exceptional circumstances.

PARENT / CARER SECTION

Name of child:	Class: Year Group:
Name of parent/carer:	Signature of parent/carer:
Address:	Telephone Number: Email:
Start date of proposed absence:	End date of proposed absence:
Length of absence:	Date back in school:
Reasons for request: _____ _____ _____ _____	

SCHOOL SECTION

Date form received:	Absence authorised:
Previous applications:	Number of days authorised:
Attendance previous year:	Attendance current year to date:
Evidence requested:	Evidence received:
Reasons for refusal / authorisation: _____ _____ _____	
Headteacher's signature:	

ABSENCE DURING TERM TIME



Dear Parent/Carer,

Good school attendance of all our children is very important. Children who miss even just a few days of school can easily fall behind and can sometimes find it hard to settle back in. We want all our children to attend school regularly so that they can make the most of the educational opportunities available to them and achieve their full potential.

Because of this we are writing to remind you of our policy for absence and in particular, for term time family holidays. Although we understand how important it is for families to spend time together and the benefits of family holidays to children, we strongly request that you plan your holidays outside school term time. Our policy follows the guidance to schools given by Stockport Council and the Government. There is no automatic right to take holidays in term time and it is only in exceptional circumstances that a request for holidays will be agreed.

The guidance gives two examples of special circumstances:

(1) "service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupils education"

(2) "When a family needs to spend time together to support each other during or after a crisis" eg. in the aftermath of the death of a close family member.

The guidance is clear that holidays should not be granted because of the availability of cheaper holidays, if a parent has booked a holiday before checking about school holiday dates, for extended holidays to visit family abroad or because of an overlap with the start of term. These are the most common reasons given for holiday requests at St Thomas'.

A request form that is available from the school office must be completed **before** planning any absence or booking any family holidays. When a request is made, the following information will help us decide if the holiday can be authorised:

- The reason for the absence and why it cannot be taken in the school holidays
- The number of days requested
- Previous requests for absence in term time
- The child's attendance and punctuality record
- The time of year, the child's stage of education, any special educational needs they may have, their progress and the impact of an absence on their learning

Parents should remember that there are 13 weeks holiday from school each year, including a 5 or 6 week long summer holiday. It should therefore not be necessary to take additional holidays from school during term time.

It is important for you to know that you can receive a penalty notice of £60 rising to £120 and that your child may be at risk of losing their school place if your child misses school and their absence has not been authorised.

Like you, we want the very best start in life for your child and appreciate your support in this matter.

Yours sincerely,

Ms L Loynes
Headteacher