

**REQUEST FOR EXCEPTIONAL LEAVE OF ABSENCE DURING TERM TIME**

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| Child’s Name | | |  | | | | | | | Class | |  |
| First date of proposed absence  from school | | |  | | | | | Last date of proposed  absence from school | |  | | |
| Total number of days absent | | |  | | | | | | | | | |
| Why does this absence have to be taken during term time?  *(please ensure that you make the case for why this can be classed as* ***exceptional*** *leave)* | | | | | | | | | | | | |
| ***Please note that your absence will only be authorised in EXCEPTIONAL circumstances and the Headteacher will determine how many days leave are allowed.*** | | | | | | | | | | | | |
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| I have read the notes overleaf. The information I have given on this form is correct. | | | | | | | | | | | | |
| Signature of parent/carer | | | | | | Date | | | | | | |
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| **FOR OFFICE USE ONLY**  *A copy of this form will be returned to you and a copy sent to the class teacher.* | | | | | | | | | | | | |
| Name of Child |  | | | | Class | |  | | Date of Absence | |  | |
| % Attendance last year |  | % Attendance last term | | |  | | | | No. days absence current year | |  | |
| Request approved | | | | | Yes / No | | | | Absence Code to be used | | | |
| Head’s Signature | | | | | Date | | | | | | | |
| Head’s Comments | | | | | | | | | | | | |

**Notes on Application for a family holiday - Please read prior to completing the form.**

**Planning your holiday**

The term dates are published and can be found either on our website or at Cornwall Council’s website <http://www.cornwall.gov.uk/media/3625817/Cornwall-Term-Dates-2015-2016-FINAL.pdf>

When you are booking your holiday, please check that it does **not** clash with the school term. The school and the Local Authority monitor your child’s attendance and will take action if it is poor.

**Term-time holiday**

The Education (Pupil Registration) (England) Regulations 2006 previously allowed Headteachers to grant leave of absence for the purpose of a family holiday during term time in ‘special circumstances’ of up to ten school days leave per year. Headteachers could also grant extended leave for more than ten school days in ‘exceptional circumstances’. Amendments to the 2006 regulations have removed the references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant **any** leave of absence during term time unless there are ‘exceptional circumstances’. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

**Warning**

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both. Please note if the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and this may make you liable to a Penalty Notice for each child, payable by each parent/carer.

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| **THE FACTS** | **THE LAW** | |
| 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 learning they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.  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.  **WHAT YOU SHOULD CONSIDER**  There are times during a school year when a child may experience particular problems because of term-time leave such as:-   * Closeness to exams or tests. * During GCSE, and other examination courses. * During the first year at a new school. * At the beginning of a new school term.   If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as **unauthorised absence** and you may receive a £60\* fine per parent for each child. | The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.  However, in exceptional circumstances school may authorise, in advance, requests for periods of leave. The request for leave must come from a parent with whom the child normally resides  If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.  If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.  In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school. | |
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| **Other absence from school will be authorised if it is for the following reasons:**   * + - 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 | | **Other examples of absence from school that will not be authorised:**   * + - Any type of shopping     - Looking after siblings or unwell parents     - Minding the house     - Birthdays     - Resting after a late night     - Relatives visiting or visiting relatives |
| Please contact your child’s Headteacher/ Head of school if you wish to discuss this issue.  **The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.**  We hope that when you have read this leaflet you will consider that your child’s education is too important to take holidays during term time. | | |