



LONG CLOSE SCHOOL

Request for Absence Form

Dear Headteacher,

I would like to take..... Class.....

Out of School from until..... inclusive

for the purpose of

Signed (Parent/Guardian)

Date

Current Authorised Absences

Current Unauthorised Absences.....

AUTHORISED Long Close School agrees to your child being absent from school on the specified dates.

Absence dates ___/___/___ to ___/___/___

UNAUTHORISED Long Close School does not authorise your request for leave in term time for the following reason:

.....

Authorisation by Headteacher:

.....

Date

NOTES TO PARENTS/CARERS

The law does not grant parents/guardians an automatic right to take their child out of school during term time. Permission must be sought in advance and must not be for the purpose of a family holiday. If you do not have Parental Responsibility and/or normally live with the child you must seek the consent of the parent who does and that person should complete this form. Long Close School will only consider requests from that parent.

When deciding whether to allow term time leave, for any reason, we will consider:-

- The time and duration of the leave
- Your child's record of attendance
- Learning that will be missed

HOLIDAYS IN TERM TIME

IMPORTANT: Please read carefully the information below.

As a parent/guardian, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays 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 course work they have missed.</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 peers.</p> <p>WHAT YOU SHOULD CONSIDER</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">• Closeness to exams or tests.• During other examination courses.• During the first year at a new school.• At the beginning of a new school term.	<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>However, in exceptional circumstances school may authorise, in advance, requests for periods of leave. Examples may include: weddings, bereavement, medical appointments, religious observations, visits to schools, etc. Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not exceptional circumstances</p> <p>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.</p> <p>If the 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>