

## STANTON ST QUINTIN PRIMARY SCHOOL

### Request for Absence during Term Time

***Taking your child out of school during term time may harm your child's academic progress.***

*Please note that schools may agree up to 10 days holiday absence in special circumstances with consideration being given to the child's attendance, attainment and public examinations. Absences may only be authorised at the discretion of the Head Teacher and must be made at least two weeks before the requested date but no more than 9 months.*

*Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Head Teacher will not be considered. Therefore please be certain to provide details of the special circumstances relating to your application below and attach any supporting evidence.*

*Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time, and refer to the schools Holiday Absence Policy on the school's website.*

<b>Child's name</b>	<b>Class</b>	<b>Teacher</b>
<b>I wish to request permission to take my child out of school from</b> ..... (first day of absence) to ..... (date of return). <b>Total number of sessions requested (1 day = 2 sessions):</b> .....		
<b>The special circumstances (reasons) for this absence to be taken in term time are:</b>  .....		
<b>I enclose a letter from my employer: Yes/No/Not applicable</b>		
<b>Signed:</b> ..... <b>Parent/Carer</b> <b>Date:</b> .....		

**For Office use only**

Attendance	Total sessions absent this academic year to date	Total sessions of authorised absence this academic year to date	Request authorised  Yes/No	Total sessions of absence, including this request	Code

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**Request for Absence during Term Time – Reply**

**Child's Name**..... **Date of Absence** .....

Your request for absence has been authorised **Yes/No** Your absence is considered Holiday **Yes/No**  
 The number of sessions that you have had for family holiday this academic year totals ..... If this is over the allotted 10 days (20 sessions), any future request in the same academic year cannot be considered. This is in accordance with Section 444A and 444B of the Education Act 1996. If you wish to discuss this matter further, please contact the School Office or alternatively the Education Welfare Service on 01249 659223.

The absence request has not been authorised because.....

**Signed** .....Head Teacher

**Date** .....



## Chippenham Partnership of Schools Absence Policy

### Principles

Any absence has a detrimental impact on a child's education. Absence can and should be avoided. 90% attendance is the equivalent of missing half a day of school every week. Children are required to attend for 190/365 days per year. If parents request leave during term time, head teachers are expected to uphold government guidance, and are required to be proactive in discouraging absence.

This policy has been written collaboratively by all Chippenham Partnership schools and associated Governing Bodies in line with Wiltshire local authority guidance. Schools within the Partnership will adhere to this policy, ensuring consistency and clarity of information to parents.

Parents of registered pupils have a legal duty under the Education Act (1996) to make sure that children of compulsory school age attend school on a regular and full time basis; children become of statutory school age the term after which they become 5 years old. Parents do not have an automatic entitlement to any absence during term time.

### Requesting a Leave of Absence in term time

- Families wishing to request a Leave of Absence must complete and submit a request form at least two weeks prior to the event. At the point of request parents must provide all supporting evidence. Any evidence offered at a later stage may not be considered.
- Any application for Leave of Absence will not be considered more than 9 months in advance.
- Leave of Absence can only be requested by the parent/carer with whom the child resides.

### Authorisation

Only in **exceptional circumstances** are head teachers able to authorise Leave of Absence during term time. It will be necessary to discuss circumstances with the head teacher who will follow the government guidance in granting or declining a request.

### Unauthorised absence

Where Leave of Absence is declined by the school it will be recorded as a 'G' (unauthorised holiday) and may result in a Penalty Notice being issued to parents by Wiltshire Council if it totals 10 sessions or more.

Where absence has not been authorised and parents/carers proceed in taking their children out of school then the local authority may issue a fixed penalty notice. This is **£120 per parent per child**, where the child resides with both parents (reduced to £60 if paid within 28 days).

Please see Local Authority leaflet entitled 'PENALTY NOTICES FOR HOLIDAYS TAKEN DURING TERM TIME, s444A and s444B Education Act 1996, Information for Parents and Carers'.

*Frogwell, Ivy Lane, King's Lodge, Charter, St Mary's, St Peter's, St Paul's, Redland, Monkton Park, Queen's Crescent, Langley Fitzurse CE, Christian Malford CE, Lacock CE, By Brook Valley CE, Stanton St Quintin, Kington St Michael CE, Sutton Benger CE, St Nicholas's, Sheldon, Hardenhuish and Abbeyfield schools*