

APPLICATION FOR ABSENCE FROM SCHOOL (parents of Nursery Children are permitted leave for holidays)

Parents do not have a right to take their children out of school for holidays during term time. By law you must ask permission for your child to miss school. If you don't you risk a £60/120 penalty notice. Roundswell Community Primary Academy follows a clear policy on holiday absence, but it is up to the Head Teacher of the school to decide whether or not the absence will be authorised. A copy of the full Attendance and Punctuality Policy is available on the School's website)

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation well in advance of the proposed leave.

Some things to consider in respect of taking children out of school during term time:

- Children must attend school regularly to achieve their full potential
- Children who are kept out of school can feel vulnerable and miss out on key work
- Family Holidays in term time are disruptive to children's learning and no holidays will be authorised unless under exceptional circumstances. Cost is not an exceptional circumstance.
- On average children who miss 17 or more days per school year fall behind significantly and can lose significant ground on their peers.

Roundswell Community Primary Academy states that absence during term time **cannot be authorised unless under exceptional circumstances**, and certainly not:-

- During Y1 phonic test week (normally in June each year) and preparation time in the months of May and June.
- During national assessment month for Y2 pupils (normally in June of each year) and preparation time in the months of May and June
- If the child is in Year 6.
- During the start of the academic year, i.e. in September and October of each year.
- If the child's attendance is below 97% for the current and past academic years.

If, under the above circumstances, parents or carers take their child from school for a holiday, their child's absence will be recorded as unauthorised in the class register.

No holidays will be authorised in term time except in exceptional circumstances.

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) – evidence may be requested by the school
- Day of religious observance (one day only)
- 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
- When a child is competing in a sport or playing an instrument at county, regional or national level. (Evidence may be requested by the school)

Application Form:

Parents wishing to apply for their child to have leave from school should complete the form overleaf and return it to school for authorisation.

Thank you.

PLEASE COMPLETE ONE APPLICATION PER CHILD

(Parents of Nursery Children are permitted to request holiday leave in term time if at the same time of the holiday the child is in Nursery)

WARNING: 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 £60/120.* (* Penalty Notice £60 if paid within 28 days, increasing to £120 if paid after 28 days and before 42 days). (See the School's Attendance and Punctuality Policy)

PARENTS SECTION (to be completed first)

Surname of child		First name		
Class		Year Group		
Surname of parent/guardian		First name		
About the request for your child's leave of absence (attach supporting information where necessary)	Reason for absence request. Holidays <u>will not</u> be granted unless under exceptional circumstances. Nursery children are permitted absence for holidays			
	Would s(he) miss any national test or examinations or preparation for national tests. Y1 – June Y2 – May/June Y6 – May			Yes / No
	Is the proposed absence during the months of September and October?			Yes / No
	Has s(he) already had leave during term-time this school year? (If so, please give dates and number of school days leave)			Yes / No
	Is the proposed absence during his/her Year 6?			Yes/No
	Did s(he) have leave of absence during term-time in the previous school year?			Yes / No
Length of absence (school days)		From (date)	To (date)	
Telephone contact (if school wishes to discuss this request)				
Parent/guardian Signature		Date		

ROUNDSWELL COMMUNITY PRIMARY ACADEMY SECTION

Holiday in Term Time	YR – Y6 PUPILS		NURSERY ONLY
	(i) approved <input type="checkbox"/> school days	(ii) Not approved <input type="checkbox"/> school days	<input type="checkbox"/> Sessions approved
Attendance this year (to be completed by school)		Attendance last year (to be completed by school)	
Is his/her attendance already below 97%		Yes / No	NURSERY ONLY <input type="checkbox"/> Not applicable
Date of Meeting with Parent (if applicable)			
Head Teacher's signature		Date	

Please return a copy of this form to the parent after consideration

The School will not authorise absence for:-

- Any type of shopping
- Routine Medical Appointments
- Resting after late night
- Holiday Requests
- Look after brother, sister or unwell parents
- Travel to and from family events
- Minding the house
- Visiting relative birthdays