**Leave of absence request form**

Dear Parent/Carer,

The school recognises that it is often expensive to take a holiday during school breaks. However, there are only 190 statutory school days in one year. There are 175 days (weekends and school holidays) available to use for holidays. A holiday taken during these periods would not have a negative effect on a child’s education.

**There are times during a school year when a child may experience particular problems if a holiday is taken during term-time, such as:**

* Missing important GCSE exams
* Settling in problems during the first year at a new school, especially during the period of transition from Year 6 to Year 7. Most schools have an Induction Week to allow new students to familiarise themselves with the school’s layout and systems
* Some children may find it difficult to renew friendships with their classmates following a holiday
* Some children find it embarrassing to have to ask for help because they need to catch up on work they have missed while on holiday. This could result in a lowering of the student’s self-esteem.
* The student may miss out on valuable group work with classmates, work which cannot be repeated.

Parents/carers should consider the unspoken message, which is given to a child if a holiday is taken during the term-time. Some young people with severe truancy problems have admitted it started when they had a week or two off for a holiday. A one-week holiday means that the student has missed approximately 25 hours of education.

The law states that parent/carers do not have the right to take their child out of school for holidays during term-time. In exceptional circumstances, however, the school may be prepared to authorise a holiday during term-time, but not one in excess of seven school days. If a holiday is taken during term-time without the school’s permission, the student’s absence will be recorded as unauthorised. In the event of a student not returning to school on the agreed date, any absences subsequent to this date will be recorded as unauthorised. An unauthorised holiday may result in parents/carers being issued with a Fixed Penalty Fine.

**From September 2013, and in accordance with DfE guidelines, the school is unlikely to authorise any holiday during term-time, other than in exceptional circumstances.**

Please complete the attached form and return it to the school.

|  |  |  |  |
| --- | --- | --- | --- |
| **Pupil details** | | | |
| Name: |  | DoB: |  |
| Address: |  | | |
| Class / Tutor: |  | | |
| **Sibling links** *(for which a leave of absence request has been made)* | | | |
| Name: |  | DoB: |  |
| School: |  | | |
| Name: |  | DoB: |  |
| School: |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Leave of absence request details** | | | | | | | |
| Start date of requested leave: | |  | | End date: | | |  |
| Return to school date: | |  | | No of days: | | |  |
| What are the **exceptional circumstances** for your leave of absence request that you wish the school to consider? | | | | | | | |
| Name of parent / carer (print): | | |  | | | | |
| Signature: |  | | | | Date: |  | |
| Name of parent / carer (print): | | |  | | | | |
| Signature: |  | | | | Date: |  | |