



**ST. THOMAS OF CANTERBURY C OF E JUNIOR SCHOOL**  
*“Realising the potential of every child within a caring, Christian community”*

**REQUEST FOR LEAVE OF ABSENCE IN TERM TIME**

The staff and Governors prefer children not to be absent from school as this is invariably detrimental to the child’s learning and progress. The curriculum is often sequential and absence can disrupt learning. It can also disturb the progress of children who have not been absent because the teacher needs to give more attention to the returning child. The nature of the curriculum is also such that it is not possible to set “holiday work.”

Parents should not normally take their children out of school during term time. **There is no legal right to do so.** The Education (Pupil Registration) (England) (Amendment) Regulations 2013 have removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers and the Governing Body may not grant any leave of absence during term time unless there are exceptional circumstances.

The Governing Body discourage parents from removing their children from education for any reason as absences have a negative impact on the pupil’s educational attainment and progress. A child who takes 10 days absence will only attain 94.7% attendance in a year. This is below our school attendance target. 10 days absence also means the child will miss 50 hours of education.

If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

**Applications must be made through the school office, normally four weeks before a holiday request.**

Name of Child(ren) \_\_\_\_\_ Class(es) \_\_\_\_\_

Date of First Day of Absence \_\_\_\_\_

Tick here if you are also applying for a child in the infant school.

Date of Return to School \_\_\_\_\_

Number of School Days Requested \_\_\_\_\_

Reason \_\_\_\_\_

***Please attach a letter outlining the ‘exceptional circumstances’ for which leave of absence is being applied for. If this is not provided the school will be unable to authorise the request. You may use the reverse of this form, if you wish.***

Signature of parent/carer \_\_\_\_\_ Date \_\_\_\_\_

Name (please print in capital letters) \_\_\_\_\_

Contact telephone number \_\_\_\_\_

**School/office use only:**

Attendance percentage preceding 12 weeks:	%		
Number of sessions absence this academic year:	<u>Authorised</u>	<u>Unauthorised</u>	<u>Total</u>
Signature Governor	<u>This absence is authorised</u>	<u>This absence is unauthorised</u>	
Date			