



ABSENCE FROM SCHOOL APPLICATION FORM

We gratefully value the positive relationship between parents and the school and we do not want the issue of holidays to create conflict in this relationship.

Parents are strongly advised to avoid taking their children on holiday during term time. Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and should be made aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year. When deemed appropriate the case may be referred to the Education Welfare Service for legal action, including prosecution.

Under Pupil registration regulations (2006, as amended in 2013), we strongly discourage parents from requesting time for holidays in term time and requests will be refused except in exceptional circumstances.

Cheaper holiday prices cannot be considered to be a valid reason for taking a holiday during term time.

We appreciate that there will from time to time be exceptional family circumstances that require a child to be taken out of school. Parents are asked to write a letter explaining the situation and attach it to a completed leave of absence form (available from the office). Please be assured that every consideration will obviously be given under such circumstances.

Please do not put the school in the position of having to decline approval for a leave of absence and having to refer the absence to the Governing Body and the Local Authority. We value greatly the success of our pupils and any absence can be to the detriment of a child's learning; it is therefore imperative that avoidable absences like holidays are discouraged.

CHRIST CHURCH CE PRIMARY SCHOOL



**CHRIST CHURCH CE PRIMARY SCHOOL
LEAVE OF ABSENCE REQUEST FORM**

Important – please make sure you read the accompanying notes before completing this application form. Absences due to holidays taken during school time could hinder academic progress. Without the school's permission, such absences are treated as truancy and may lead to parental prosecution. By law, headteachers have the power to delete a child's name from school's roll should parents arrange for him/her to go away for a holiday in term-time and without permission. In such circumstances, the school would not be able to guarantee a school placement for your child when he/she returns.

Please remember that no parent can demand leave of absence for the purpose of a holiday of right and no holidays are granted in retrospect. Please submit your request **before** booking a holiday.

Where a request has been made the letter should state:

- 1) The expected date of return
- 2) That the parents must contact school should any delays occur
- 3) That the child's place may be withdrawn if the family do not return as expected

If a student fails to return and contact with the parents has not been made or received, school may take the student off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006, as amended in 2013. This means that the child will lose their school place,

Full name of child(ren):

Class:

Dates and reason for absence:

Contact address and phone number while on holiday:

Name of parent (please print):

Signature of parent:

Date of request:

Office use only

Absence has been authorised by the Headteacher

Expected date of return:.....

Absence request has been declined

Signed by Headteacher:

Date: