



APPLICATION FOR ABSENCE FROM SCHOOL (parents of Nursery Children are permitted leave for holidays without prior permission, A separate Nursery absence form needs to be filled in Appendix 5)

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 the school referring the case to the Local Authority and this could result in a fixed penalty notice or court summons. Landkey 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 at least 4 weeks in advance of the proposed leave.

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

- Children/young people must attend school regularly to achieve their full potential
- Children/young people 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 10 or more days per school year fall behind significantly and can lose significant ground on their peers.

Landkey Community Primary Academy states that absence during term time **cannot be authorised unless under exceptional circumstances.**

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

Head Teacher

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. Please use the appropriate form for a nursery child.)

WARNING: Parents should ensure that they know whether the absence will be authorised or not before they go away as an unauthorised absence will likely result in a penalty notice or court summons being issued to each parent for each pupil affected following the case(s) being referred to the local Authority. It is therefore recommended that this completed form is sent into the school at least four school weeks before the intended absence. (See the School's Attendance and Punctuality Policy)

PARENTS SECTION (to be completed first)

Surname of child/young person		First name	
Class		Year Group	
Surname of parent/guardian		First name	
Names of siblings at this school and other primary/ secondary schools: -			
Name of siblings/other chil(ren) in family:		School attending:	
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.		
	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	

Landkey Community Primary Academy SECTION

Request for absence	YR – Y6 PUPILS		
	(i) approved	<input type="text"/>	school days
	(ii) Not approved	<input type="text"/>	school days
Attendance this year (to be completed by school)		Attendance last year (to be completed by school)	
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
- Resting after late night
- Look after brother, sister or unwell parents
- Travel to and from family events
- Routine Medical Appointments
- Visiting relative birthdays
- Holiday Request unless under exceptional circumstances
- Minding the house