

# Whitby Area Schools Partnership



## REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Acting under new Government guidance, the Governors of schools in the Whitby Area Schools Partnership will not grant leave of absence during term time from 1 September 2013, unless there are **extreme extenuating circumstances**.

We appreciate the difficulty some parents/carers may have in taking holidays in the summer break due to the seasonal nature of work in the area and the impact this may have on families. However, holidays are not considered to be an **extreme extenuating circumstance** and, therefore, I hope you will accept that requests for holidays during term time will not be authorised and will appear on a student's attendance record as an 'unauthorised absence'. Any period of unauthorised absence of 5 days (10 sessions) or more may lead to you being issued with a Penalty Notice from the Local Authority. If you require further details, written guidance is available from the school/college on request and from the school/college website.

It is still essential that parents complete this Leave of Absence Form so that the school/college is fully aware of your child's whereabouts during term time.

Name: \_\_\_\_\_ Form: \_\_\_\_\_

Names of siblings at other schools requesting the same absence:

Name: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

First date of absence from school/college: \_\_\_\_\_

Date of return to school/college: \_\_\_\_\_

Number of school/college days absent: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

### For Office Use

Form seen and signed by Headteacher: \_\_\_\_\_ Unauthorised: [ ]

Authorised in extreme extenuating circumstances: [ ]

Date reply sent \_\_\_\_\_



## **APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME**

This form should be completed by the parent/carer and returned to the school as far in advance as possible and at least **6 weeks** before the first date of the period of leave being requested. Parents/carers must obtain the schools permission **before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.**

**No parent/carer can demand leave of absence as of right.** The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis

**Please note: Headteachers would not be expected to class any term time holiday as exceptional**

This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. Where a Headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is final. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application parent/carers are asked to consider the effect on their child's continuity of education.