

Clifton with Rawcliffe Primary

Absence Request Form



Recent changes made by the Department for Education, (DfE), which will impact the way in which any requests for leave of absence for holidays in term time will be dealt with. These changes come into effect from September 2013 and apply nationally.

The changes mean that headteachers will not be able to authorise any requests for leave of absence in term time unless in exceptional circumstances.

In deciding whether to authorise a request for leave of absence, the Headteacher will consider:

1. Your child's current attendance record
2. The time of the school year
3. Individual reasons for the absence request

PLEASE REMEMBER:

- The School strongly recommends that you avoid important Test Dates i.e. May.
- Time off for holidays is not an automatic right. Schools have the discretion to grant up to 10 school days' absence within any school year
- It is advisable to give 7 days' notice in order for your request to be processed by the school office prior to the start of your absence.

ABSENCE/HOLIDAY REQUEST - PARENT TO COMPLETE

Full name(s) of child(ren) _____

Learning Group/s _____

First day of absence _____ Last day _____ Total number of days _____

Reason for absence:

Parent/Guardian (applications can only be made by parent/guardian with whom the child normally resides)

Print Name _____

Signed _____ Date _____

Office use only

Seen by Headteacher:

Date / /

Agreement reached: Authorised days
 Unauthorised days

NOTES:

Absence from school can be very disruptive to your child's education. It not only interrupts your child's progress but also distracts other children in the class.

This is particularly so in the months of September (when children are settling down) and in April and May (a crucial time for assessment and exams).

Schools do not have to agree to authorise absence for a holiday, although we have the power to do so. We cannot legally authorise more than 10 school days absence in a school year (September to July) unless there are **exceptional** circumstances. The school is not allowed to accept seasonal prices as a valid reason for taking a child out of school during term time.

Government regulations state that **at least 7 working days** notice should be given when requesting authorised absence for your child.

However, remember your child will be missing vital schoolwork - try to keep them in school.