Pupils are only in school for 190 days each year
There are 175 other days for holidays and other activities

The current law does not give any entitlement to parents to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

If the absence is not authorised and the holiday is taken, the case may be referred to the Early Help Family Support 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.

How to use this form:
- Use for all absence other than sickness.
- Return to the school 4 weeks before the date of requested absence.
- Use a separate form for each absence and for each child.

Parents are strongly advised not to finalise any holiday booking arrangements before receiving the school’s decision on their request.

Guidance:
- Absences can only be authorised by the Headteacher.
- From September 2013 Amendments to The Education (Pupil Registration) (England) Regulations 2006 make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. (Please see our Attendance Policy located on our school website).
- No absence will be authorised for Year 6 pupils during SATs week or for any pupil in September, immediately after the summer break.

Parent/Carer to complete this section:

<table>
<thead>
<tr>
<th>Name of Child: _______________________</th>
<th>Homegroup: _______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this the 1st request for absence this academic year?</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Date of First Day of Absence: _______________________</td>
<td></td>
</tr>
<tr>
<td>Date of Return to school: _______________________</td>
<td></td>
</tr>
<tr>
<td>Total of absent school days: _______________________</td>
<td></td>
</tr>
</tbody>
</table>

Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.

Please indicate any other school to which you are applying Sibling Details of Compulsory School Age

<table>
<thead>
<tr>
<th>Name:</th>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>School:</td>
</tr>
<tr>
<td>Name:</td>
<td>School:</td>
</tr>
</tbody>
</table>
Please detail below the reason for your request for absence from school in term time and include any supporting information. The Headteacher will not be able to consider your request without your supporting documents.

The exceptional circumstances giving rise to this request are: (Please attach any supporting documentation if required)

Parent’s Declaration: I have read the Attendance Policy on the school website and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request

Signed: ___________________________________ Date: ____________________

Name: ____________________________________

School office to complete this section:

Attendance 2018/2019: ____________________%

Number of sessions absence this academic year:

Current Attendance: 2019/2020: ________________%

Authorised: __________________

Unauthorised: __________________

Total: _______________________

Attendance percentage preceding 12 weeks of this request: ______ %

Headteacher to complete this section:

Your request is approved and the absence as set out above is duly authorised

Your request is not approved. If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:

- No details of any exceptional circumstances have been provided.
- The leave has not been requested four weeks in advance.
- The reasons given for the request are not considered to be exceptional.

The Headteacher has considered your request for leave of absence and your child’s absences will be recorded as follows:

<table>
<thead>
<tr>
<th>Number of Authorised Sessions:</th>
<th>Number of Unauthorised Sessions:</th>
<th>Number of Unauthorised sessions to date:</th>
</tr>
</thead>
</table>

The Headteacher would like a meeting with you on _______________ at ______________ to discuss this request.

If a holiday is taken without authorisation the Headteacher will complete a request to the Early Help Family Support Service for consideration of issuing a Penalty Notice.

Signed: ________________ Date: ________________

Caring, sharing and achieving
Respect and responsibility