



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Please complete this form if you wish to apply for leave of absence for your child during the school term. Before completing, please read these notes carefully and refer to our **Attendance Policy** (<https://primariesite-prod-sorted.s3.amazonaws.com/navenby-cofe/UploadedDocument/8ecbacdb-b159-43e5-ab24-b08792484d37/attendance-policy-jan-25.pdf>):

HOLIDAY REQUESTS

- The law states that you **do not have the right** to take your child out of school for **holidays** during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time. As such, and in line with our policy, all holiday requests will be automatically classed as **'unauthorised'**.
- Any period of unauthorised absence (eg holiday or persistent lateness) will initiate a 10 week rolling programme where your child's absence will be monitored. If more than 10 sessions (5 days) of unauthorised absence are taken within this 10 week period a **Fixed Penalty Notice** will be initiated.

EXCEPTIONAL CIRCUMSTANCES

We appreciate there are occasions when children need to be away from school in term time (not for holidays). These are deemed as exceptional circumstances as deemed by the Headteacher (such as a funeral). These requests are assessed on an individual basis and will take into account the following:

- The age of the child
- The child's attainment and ability to catch up on missed work
- The child's attendance record (both recent and historical)
- The time of year in which it is proposed
- The nature of the leave requested
- The views of the class teacher.

We will generally **not agree** to leave during term time when any of the following apply:

- When a pupil is just starting the school
- Immediately before and during assessment periods (e.g. SATS)
- When a pupil's attendance record already includes any level of unauthorised absence.
- Where a pupil's attendance rate is already below the school's target of 95% or will fall below that level as a result of taking leave.

EVERY DAY COUNTS: GOOD ATTENDANCE IN SCHOOL = GOOD PROGRESS

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's Name: Class:

Home Address:
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I wish to apply for my child to be absent from school during the following dates:

First day of absence: Last date of absence:

Total number of school days missed:

Please explain the circumstances that make it necessary to have this absence in term time:

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Do you know of any other expected absences during term time this academic year?

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By completing this form, I am alerting the school to my child's upcoming absence. I understand that any holiday requests will be unauthorised and that any other circumstances will be authorised or unauthorised at the discretion of the Headteacher. I understand that more than 10 sessions of unauthorised absence within a 10 week rolling programme will lead to a FPN.

Name of Parent/ Carer making application:

Signed: Date: