



## WARLEY ROAD PRIMARY SCHOOL Leave of Absence Request Form

Term time holidays and breaks are strongly discouraged and parents should not request them unless there are **EXCEPTIONAL** circumstances. A child should attend school everyday during term time in order to maximise their learning time.

<b>Name of child/ren</b>		<b>Class/es</b>
<b>First day of absence</b>	<b>Last day of absence</b>	<b>No of days</b>
<b>Has leave of absence been requested in term time before</b>		<b>Y/N</b>
<b>Please give full details of EXCEPTIONAL reasons for this term time absence request</b>		

There are 175 non school days and holidays/breaks should be taken then.

### **Important points to remember:**

The Government has made amendments to the Education (Pupil Registrar) (England) Regulations 2006, which came into effect from 1<sup>st</sup> September 2013. It has made it clear parents **DO NOT** have the automatic right to withdraw their child from school during term time e.g weddings, holidays, appointments.

In order for school to comply with these new regulations:-

- This form is to be completed and submitted to the school office for approval before the period of absence and before any bookings are made (at least 4 weeks)
- Your child's attendance over their school lifetime will be taken into consideration, if it falls below acceptable levels leave will not be granted
- Leave of absence will NOT be granted whilst a child is studying in Year 2 or Year 6 before the SATs period.
- If the absence is not authorised by the headteacher and leave is taken anyway, the case may be referred to the Education Welfare Service who may issue a Penalty notice for £120 (or £60 if paid within 21 days) per parent per child and/ or the possibility facing criminal prosecution. You also run the risk of your child losing their place at school.

**Please sign to say that you have read and understood the above**

**Parent Signature**

**Date**

**TO BE COMPLETED BY THE OFFICE**

**Attendance Record**

<b>Current attendance</b>				
<b>2017/18</b>				
<b>2016/17</b>				
<b>2015/16</b>				

**Term time leave has been granted**

**Term time leave has not been granted**

**I am unable to authorise this absence because**

- **Child's attendance falls below acceptable levels**
- **Absence requested does not meet the criteria for exceptional circumstances**
- **The child is in Year 2 or Year 6 and taking the leave is likely to impact on their attainment and progress**
- **Other**

**The school will be pursuing a penalty notice**

**You may also run the risk of your child losing their place at school**

**Headteacher's signature**

**Date**

**If you wish to discuss this decision, please contact the school & make an appointment through the school office**

**Contact number: 01422 353724**