1. *Permission for absence must be sought by the person with parental responsibility at least three weeks in advance of the date of potential travel.*
2. *Absence must be for exceptional circumstances only.*
3. *Please note that if the request for absence is not authorised by the headteacher, and you decide to take the child out of school anyway, their absence will be recorded as unauthorised and may be subject to further action by the local authority.*

**To the headteacher of Highwood Primary School**

I wish to apply for authorised absence from school for the following child/children

Name of child ……………………………………………………….. Class ………………………………………..

Name of child ……………………………………………………….. Class ………………………………………..

Name of child ……………………………………………………….. Class ………………………………………..

for the following dates, from …………………………………… to …………………………………… inclusive.

|  |
| --- |
| Reason for request for absence during term time: |
| If this is a holiday request, please advise the destination and explain the exceptional circumstances which mean that the holiday cannot be taken during the school holidays: |

Signature of parent/carer name …………………………………………….. Date ..…………..…………………

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For school use only

* **Unauthorised** The school does not agree to your child being absent on the dates below
* **Unauthorised absence dates** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_
* **Authorised** The school agrees to your child being absent from school on the specified dates
* **Authorised absence dates** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Reason for decision of partial/full non authorisation;

|  |  |  |  |
| --- | --- | --- | --- |
| Leave could have been taken during the school holidays |  | No exceptional circumstances |  |
| Time and duration of the leave |  | Learning to be missed |  |

We hope that when you have read this leaflet you will consider that your child’s education is too important to take holidays during term time.

|  |  |
| --- | --- |
| The Facts | The Law |
| We recognise that it is often expensive to take holidays during school breaks and that is why some parents may ask for term time leave for their children. However, it is important that parents carefully consider the implications of taking their child out of school during term time. Research suggests that children who are taken out of school may never catch up on the learning they have missed. This may affect their progress, routines and friendships. If the request for absence is not authorised by the headteacher, and you decide to take the child out of school anyway, their absence will be recorded as unauthorised and may be subject to further action by the local authority.As a parent/carer, you can demonstrate your commitment to your child’s education by, wherever possible, booking holidays outside term time. | The law does not give parents an automatic right to take their child out of school for holidays during term time. However, in exceptional circumstances, the headteacher may authorise requests for periods of leave. The request must come from the person with parental responsibility. * If a child stays away from school for more than the authorised period, these absences would be recorded as unauthorised and may be quoted in prosecution for poor attendance. Fines may be applied for once a child reaches 10 or more unauthorised sessions in a rolling 10 school week period.
* These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.
* For example, a 5-day unauthorised leave of absence would meet the national threshold.
* The 10-school week period can span different terms or school years.

If the child is away from school for a total of 4 weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as serious illness. Parents must inform the school in these circumstances as once the child is removed from roll, there is no guarantee that the child will regain a place at the school, Amendments to the Education Laws which came into effect on 19th August 2024 make it clear that **headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.** Headteachers are permitted to determine the number of days a child can be away from school if part of the leave is authorised. **Holiday prices and the fact that the parents have booked the holiday before checking with the school are NOT exceptional circumstances.**  |
| Other absence from school will be authorised if it is for the following reasons:* Genuine illness
* Unavoidable medical/dental appointments (please try to make these outside school time if possible)
* Days of religious observance
* Bereavement
* Seeing a parent who is on leave from the armed forces
* External examinations
* When Traveller children are travelling as part of their culture when the school is advised in advance
 | Other absences from school will not be authorised:* Any type of shopping
* Looking after brothers, sisters or unwell parents
* Minding the house
* Birthdays
* Resting after a late night
* Visiting relatives
* Because holidays are cheaper in term time
* More than one day for a family wedding, unless abroad one travel days may be considered
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