

**ST MARY'S CATHOLIC PRIMARY SCHOOL**

**LEAVE OF ABSENCE PARENTAL REQUEST**



|                                    |              |               |
|------------------------------------|--------------|---------------|
| <b>POLICY NO:</b><br>CUR1/11/10/24 | AUTHOR:      | SLT           |
|                                    | COMMITTEE:   | CURRICULUM    |
|                                    | MINUTE NO:   | CUR1/11/10/24 |
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## St Mary's Catholic Primary School Term Time Leave of Absence Request Form



Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. St Mary's Catholic Primary School expects all parents/guardians to ensure that their children attend school whenever possible. Absences due to holidays, taken during term time can seriously impact on a pupil's academic attainment.

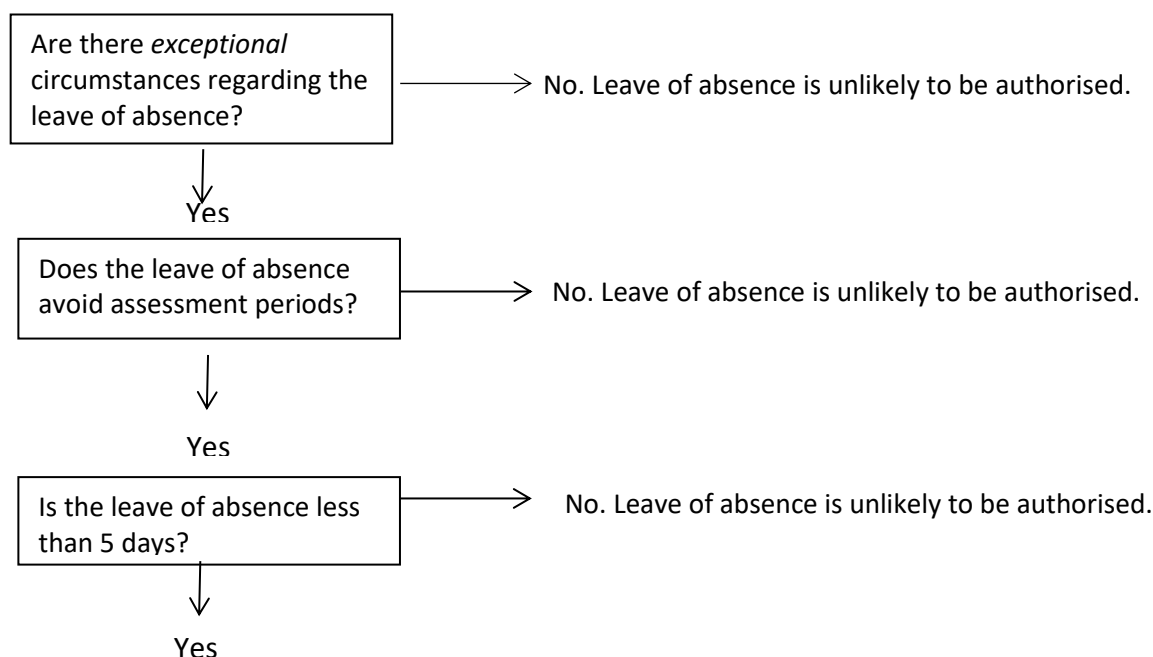
In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. Exceptional circumstances are one off events which are unavoidable; examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance. <https://www.legislation.gov.uk/ukxi/2013/756/introduction/made>

Any requests for term time leave should be made using this form and handed in at least 2 weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school. (This does not apply for requests for leave of absence for funerals.)

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. (Attendance code G).

The new national threshold for consideration of legal action is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence, including unauthorised leave in term time (Attendance code G).

If your child's absence falls into this category the school will decide if further offers of support is likely to improve the situation or if a request for legal action should be submitted to the Local Authority.



**READ THE CONSIDERATIONS DETAILED BELOW AND IF YOU STILL WISH TO TAKE YOUR CHILD OUT OF SCHOOL, COMPLETE THIS LEAVE OF ABSENCE REQUEST FORM AT LEAST 2 WEEKS PRIOR TO THE LEAVE REQUEST DATE AND AWAIT THE DECISION.**

*Consideration will be given to previous attendance and previous absence requests. All decisions are made in the best interests of the education of the children. Where absences are unauthorised, penalty notices may be issued.*

**1. Surely missing a few days can't make that much difference. Can't they just catch up when they get back?**

Unfortunately not, and time out of school WILL make a difference. The curriculum is carefully planned for progression so that new skills and knowledge build on prior learning. If children miss out on parts of this then they will have gaps in their learning and find it difficult to understand what's going on when they get back to school because the rest of the class will have moved on. There is no time in school to catch up on all those missed lessons because then they would just be missing other lessons.

**2. We are happy to take work with us and do it while we are away.**

This is still no replacement for the quality first teaching they would be missing out on in lessons. Learning takes place through skillful questioning from the teacher and the rich discussions that take place in the classroom. What children do in their books as independent work comes from this discussion and initial modelling from the teacher, making links to previous learning and key vocabulary. Without this input, children would find it difficult to complete anything of value that would enable them to keep up and make progress.

**3. We need a holiday so that we can have some quality family time together.**

Children are at school for 190 days per year. That gives 175 days for you to have family time together. Consider what message about the importance of education you are sending to your children by taking them out of school in term time.

**If, after reading this you still wish to take your child out of school, please complete the following form:**

**St Mary's Catholic Primary School Term Time Leave of Absence Request Form**

**Pupil details:**

| Name | Year Group and Class |
|------|----------------------|
|      |                      |
|      |                      |
|      |                      |

**I request permission for my child(ren) to be absent from school:**

|                              |  |                                  |  |                                     |  |
|------------------------------|--|----------------------------------|--|-------------------------------------|--|
| <b>First Day of Absence:</b> |  | <b>Date of Return to school:</b> |  | <b>Total Number of School Days:</b> |  |
|------------------------------|--|----------------------------------|--|-------------------------------------|--|

**Reason for the request:**

|  |  |
|--|--|
| Family Funeral (or close friend of the family) 1 day/2 days depending on location                  |  |
| Immediate Family wedding - 1/3 days depending on location  |  |
| Pupils participating in elite sporting events (e.g. representing county, regional, national teams) |  |

|   |  |
|---|--|
| Religious observance                                      |  |
| Other extenuating circumstance (unavoidable and one-off). |  |

Please supply, in as much detail as possible, the reason for your request and why it constitutes exceptional circumstances. Please include the names of the adult(s) who will be with your child(ren) during their absence from school. You may continue on a separate sheet if necessary.

**Parent / Guardian Declaration**

I have read and understood the information on leave of absence, unauthorised absences and penalty notices and I declare that the information I have provided is accurate. Signed (both parents if applicable):

Sign \_\_\_\_\_ date: \_\_\_\_\_

Sign \_\_\_\_\_ date: \_\_\_\_\_

Print name \_\_\_\_\_

Print name \_\_\_\_\_

**FOR OFFICE USE ONLY**

|                     |                      |                             |                            |
|---------------------|----------------------|-----------------------------|----------------------------|
| CURRENT ATTENDANCE: | PREVIOUS ATTENDANCE: | PREVIOUS LEAVE:             | AUTH/NOT AUTH:<br>PENALTY: |
| SIBLING CHECK:      | ENTERED ON REGISTER: | LETTER OR APP MESSAGE SENT: | COMMENTS:<br>SIGNED/DATE:  |