# Clover Hill Primary School

## **REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

The 2013 amendments to the 2006 regulations make clear that Headteachers may not grant any leave of absence during term time. At Clover Hill, we believe good attendance is vital for a child to achieve their **full potential**. We aim to promote good attendance by providing a **safe and motivating environment** for all children. As a team, we will together **break down any barriers** a child or family may have to accessing their education. **Every child matters, every day matters**, **every minute matters!**

|  |  |  |
| --- | --- | --- |
| Name of pupil |  | Year Group |
| Name of Parent/Carer |  | |
| Contact Numbers |  | |

|  |  |
| --- | --- |
| I request permission for my child to be absent from school between: - | |
| First Day of Absence |  |
| Last Date of Absence |  |
| Total School Days |  |
| Reason for absence | |

**Declaration**

*I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should my child take a leave of absence without the prior authorisation of the Headteacher.*

### **Signature (Parent/Carer)**….………………………………………………….. **Date**……………………………

|  |  |
| --- | --- |
| The following part is to be completed by the Head Teacher | |
| **Persistent Absentee is classed as 90% or below**  Student attendance: | |
| Having considered the request for leave of absence the decision is:  Approved (the absence will be recorded as authorised)  Not approved (the absence will be recorded as unauthorised) | |
| Signed Headteacher | Date |

**Important information for Parents**

* Parents are required under the Education Act (1996) to ensure their child attends school regularly. There is no automatic right to take a child out of school during term time.
* The request for an authorised leave of absence must be made **at least four weeks** in advance and the Headteacher may invite the parent into school to discuss the request before a decision is made.
* If the request for a leave of absence is REFUSED and the absence is recorded as unauthorised, the Head teacher may refer the matter to the Local Authority requesting a Penalty Notice be issued against you.
* Where there is more than one child, each parent may be issued with a Penalty Notice in respect of each child.
* As a parent/carer, you can demonstrate your commitment to your child’s education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. Research suggests that children who are taken out of school may never catch up on the learning they have missed, which may ultimately affect exam and test results.