**APPLICATION FOR LEAVE OF ABSENCE DURING**

**TERM TIME**

Attached is an application form for you to request permission for your child to take a leave of absence from school during term time. Before completing the application form, please read these notes carefully:

**The law states that you *do not have the right* to take your child out of school for holidays during term time. By law you must ask permission for your child to miss school. If you fail to gain the school’s permission you risk receiving a penalty notice per parent per child.**

New Government Legislation came in to effect from September 2013 which states that Head teachers must not grant any leave of absence during term time unless there are exceptional circumstances. Therefore, Haileybury Turnford will not consider authorising an absence in relation to any holiday during term time unless exceptional circumstances are detailed on the Leave of Absence Request Form, and handed in at least 2 weeks before any absence is taken.

Haileybury Turnford will take each request for absence on an individual basis taking into consideration:

• the time of year for the proposed trip

• if the proposed dates are close to any exam dates

• the student’s overall attendance record being over 98%

• any leave of absence already taken in the school year or in the previous school year

• the age and stage of education of the student

• the ability of the student to catch up the work that they have missed

• the reason why the parent/carer is requesting the time off during term time

Whilst an authorised absence may very occasionally be granted for an exceptional circumstance it is entirely Haileybury Turnford’s decision and not a parental right. Parents should be advised that absence without the consent of Haileybury Turnford could result in further action and sanctions including a penalty notice.

If the school refuses your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

**\*\*In April 2017 the Supreme Court upheld the ban on parents taking their children out of school for family holidays during term time. We have been advised by the Local Authority they will be reverting back to their original code of conduct and will be issuing Penalty Notice Fines.**

Having read these notes, if you still wish to apply for a leave of absence for your child during term time, please sign this page and complete and sign the application below. This form should be returned to the attendance administrator far in advance of the proposed holiday as possible.

Parent/Carer signature: ....................................................................

APPLICATION BY PARENT/CARER FOR CHILD’S LEAVE OF ABSENCE FROM

SCHOOL DURING TERM TIME
 (All sections are mandatory)

|  |  |  |  |
| --- | --- | --- | --- |
| Surname of child  |  | First name  |  |
| Date of Birth  |  | Year group |  |
| Surname of parent/carer  |  | First name of parent/carer  |  |
| Address of child  | **Postcode Mobile number**  |
| My reason for absence in term time is exceptional because: please attach any documents  |  |
|

|  |  |
| --- | --- |
| Would they miss any national tests or examinations?  YES or NO  |  |

 | Are their attendance already below 96%  YES or NO  | Is the requested absence during the month of September?  YES or NO  | Does your child have any siblings for which you are requesting absence in term time in other schools  YES or NO  |
| Length of absence (School Days)  | FromDate  |  | ToDate  |  |  |
|  I will ensure my son/daughter’s progress will remain unaffected by:  |  |
| Please set an attendance target for the remainder of the academic year for your son/daughter: (School minimum attendance is 96%) If this is not achieved the school may retrospectively unauthorise the agreed leave of absence  |
|  Parent/Carer Signature  |  |
| Absence approved / denied:  |  |

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE ATTENDANCE ADMINISTRATOR; attendance@haileyburyturnford.com GIVING AT LEAST 2 WEEKS NOTICE OF INTENDED ABSENCE – any incomplete forms will automatically be returned.**