

## New Town Primary School request for leave application

If you wish to apply to the Headteacher for leave during term we ask you to take note of the attendance information below regarding time off during term time

Please note that good attendance is crucial to every child's progress within their education. **It is a legal requirement for children of school age to be in school every day unless ill.** Any absences that do not have acceptable reasons against them will be recorded as **unauthorised**.

At New Town we have an unacceptable number of children who take extended time off during the school term. The vast majority of this time the absence is unauthorised. Leave during term time can only be authorised by the Headteacher in **exceptional** circumstances. Exceptional circumstances do not include:

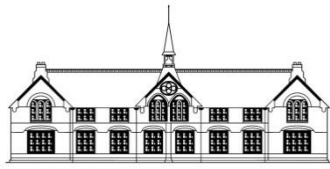
- Going on holiday or travelling abroad
  - *Lower cost holidays and flights during term time will not be considered as "exceptional" circumstances.*
  - *Holidays abroad for the purpose of visiting a sick relative, excepting where that person is seriously ill (medical evidence may be requested) will not be considered as "exceptional" circumstances.*
  - *Holidays taken in term time due to parental work commitments will not be considered as "exceptional" circumstances*
- Days off for birthdays, shopping trips, or trips to theme parks for example
- Feeling tired or recovering from holidays
- Non urgent appointments, including those of siblings or family
- A parent or carer not being able to bring their child to school. Legally you must have other provision to bring your child to school if you are unable.

Valid reasons for **authorised absence** may include:

- Illness/ serious injury (medical evidence may be requested)
- Medical/dental appointments – only where they cannot be made outside of school time. Advance notice and proof is required for authorising these absences. *We encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary*
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. Advance notice should be given where possible.
- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional

**In all the above cases, it is very unlikely the school will approve more than one day's unauthorised leave, even if travelling overseas.**

Satisfactory attendance at school is categorised as attending 95% and above. Children whose attendance falls below 95% will be fully investigated. The Council's Education Welfare Officer and school leaders will put in place an action plan to improve the pupil's attendance. Action taken includes but is not limited to; warning and information letters, being asked to attend an Attendance Panel, Fixed Penalty Notices and court proceedings.



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Please read the detailed notes regards absence attached before completing all sections of the form then return to the school office. The application should be made well in advance and parents are strongly advised to apply for leave of absence before they confirm their arrangements.

PUPIL NAME:	PARENT NAME:	CLASS:
FIRST DAY OF ABSENCE:	LAST DAY OF ABSENCE:	
TOTAL NUMBER OF SCHOOL DAYS REQUESTED:		

Please state below what **exceptional circumstances** require this leave of absence during term time. Exceptional circumstances do not include:

- Going on holiday or travelling abroad
  - Lower cost holidays and flights during term time will not be considered as "exceptional" circumstances.
  - Holidays abroad for the purpose of visiting a sick relative, excepting where that person is seriously ill (medical evidence may be requested) will not be considered as "exceptional" circumstances.
  - Holidays taken in term time due to parental work commitments will not be considered as "exceptional" circumstances
- Days off for birthdays, shopping trips, or trips to theme parks for example
- Feeling tired or recovering from holidays
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Leave can only be authorised in exceptional circumstances and the Head of School will consider the effect on the child's learning and overall attendance. Please attach copies of any documentation that may support your request.

Please be aware that if you take unauthorised leave, you may be issued with a **Fixed Penalty Notice (FPN)** by Reading Borough Council and that these penalties are issued per child, per adult.

Please continue on a separate page if necessary...

I confirm that the details I have completed above are a true representation of the circumstance relating to the request for leave and have attached supporting documents where appropriate.

Signature of Parent/Guardian..... Relationship to child .....

Print Name ..... Date .....

**For completion by the Headteacher:**

**Decision:**    Authorised       /       Unauthorised Absence       Current Attendance  %

Please enter the absence on SIMS under the following code;

G    H    C    R

Signed ..... Date .....

Reason:

- Request reason is not classed as exceptional circumstances
- School holidays could have been used for this purpose
- The pupil's attendance is below 98% and further absence could affect his/her academic progress
- The request for leave is due to personal family reasons but the absence does not relate directly to the pupil
- Other .....

Head of School's comments: