**ABSENCE REQUEST**

**To be completed by parent/carer**

Notre Dame School, Plymouth

**Please note:** If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and may make you liable to a £60/120 fine.

**To the Headteacher of Notre Dame School**

 **I wish to apply for (name(s) of child(ren).**

|  |  |  |
| --- | --- | --- |
| **Child’s name** | **Date of birth** | **Year and Tutor Group** |
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**To be authorised as being absent from school from: to: inclusive**

**Number of days absence requested ………………..**

# Reason for request for absence during term time:

**If this is a holiday request please explain the exceptional circumstances which mean that the holiday cannot be taken during a school holiday:**

|  |  |
| --- | --- |
| Signature of Parent/Carer | Date: |
| Signature of Parent/Carer | Date: |

**ABSENCE REQUEST FORM**

Notre Dame School, Plymouth

The law does not grant parents an automatic right to take their child out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent with whom the child normally lives. Permission must be sought in advance and must be for **exceptional circumstances.** If you do not have Parental Responsibility and/or normally live with the child you must seek the consent of the parent who does and that person should complete this form. Schools will only consider requests from that parent and absence will only be authorised in exceptional circumstances. 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 illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 make it clear that **Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.** Head Teachers should determine the number of school days a child can be away from school if the leave is granted. When deciding whether to allow term time leave, for any reason, the school will only consider:

* The reason for the leave
* The time and duration of the leave
* Whether or not the leave could have been taken during the statutory school holiday periods
* Your child’s record of attendance
* Learning that will be missed

**HOLIDAYS IN TERM TIME**

**Warning:** If you take your child on holiday in term time without the prior approval of the school, you may be issued a £60/£120 Penalty Fine, per parent, per child. As a Parent/Carer, you can demonstrate your commitment to your child’s education by, whenever possible, taking your holidays during school holidays.

# The facts: We recognise that it is often expensive to take a holiday 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 course work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations. Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.

# What you should consider

There are times during a school year when a child may experience particular problems because of term time leave such as:

* Closeness to exams or tests (Standard Attainment Tests in Year 2, 6 and 9).
* During GCSE, and other examination courses.
* During the first year at a new school.
* At the beginning of a new school term.

If the school refuses a request for term time leave and the child is still taken out of school, this will be recorded as unauthorised absence and may lead to a £60/120 fine per parent, for each child.

**Other absence from school will be authorised if it is for the following reasons:**

Genuine illness

Unavoidable medical / dental appointments (but try to make these after school it at all possible)

Days of religious observance

Exceptional circumstances, such as bereavement

Seeing a parent who is on leave from the armed forces

External examinations

When Traveller children go on the road with their parents where the school is informed beforehand

**Other absence from school will not be authorised.**

Please contact the Attendance Manager if you wish to discuss this issue.

The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help them not to miss any of this valuable time. 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.

**ABSENCE REQUEST**

**Response from school**

Notre Dame School, Plymouth

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| --- | --- | --- |
| **Child’s name** | **Date of birth** | **Year and Tutor Group** |
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| --- |
| Absence dates:  |
|  | Authorised Notre Dame School agrees to your child being absent  |
|  | Unauthorised Notre Dame School does not authorise your request for leave in term time for the following reason(s): |
|  |  |

|  |  |  |
| --- | --- | --- |
| Signed: | Designation: | Date: |