

St. Mark's C.E Junior School

Request for Pupil Leave of Absence

Name of pupil				Class	
Date of first day of absence		Date of return to school		Number of absent school days	
Reason for request for absence during term time: <i>(Please refer to criteria overleaf)</i>					
Signature of Parent/Carer			Date of application		

For School Use Only

Number of school days absence requested				
Number of school days already taken this academic year			Authorised	Unauthorised
			Illness:	
			Other:	
Overall attendance % this year				
Application approved?			YES	NO
Reason				
Attendance Officer's signature			Date	
Marked on attendance class register?			YES	NO
Marked on attendance SIMS?			YES	NO
Confirmation text / email sent?	YES	NO	Date	

Term Time Is School Time!

Time off school for family holidays is not a legal right. Taking your child out of school during term time will be detrimental to his/her education. However, you may apply for leave of absence if you feel your circumstances are exceptional and necessary. Agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body. Examples of exceptional circumstances for which absence may be authorised at St. Mark's C.E Junior School are:

1. Absence to attend a funeral or visit a relative with a serious illness
2. Taking part in religious observance
3. A holiday celebrating a very special occasion that could not be taken at a different time
4. When a family need time together during or after a 'crisis'
5. For service personnel and other employees who are prevented from taking holidays outside term time (Letter required from employer)

Holidays which are taken for the following reasons are **not** authorised:

1. Availability for cheap holidays
2. Availability of the desired accommodation
3. Poor weather experienced in school holiday periods
4. Overlap with beginning or end of term

These lists are not exhaustive and are at the discretion of the Head Teacher. When considering any request, St. Mark's will also take into account:

1. The pupil's general absence/attendance/punctuality record;
2. Proximity of statutory examinations i.e. SATs testing;
3. Length of the proposed leave;
4. Pupil's ability to catch up the work;
5. Purpose of the leave;
6. When the request was made.

Requests need to be approved before children can be taken away or booking any leave from employment. If a request is refused and the child does not attend school, or if any days in excess of granted leave are taken without permission, such absences will be classed as 'unauthorised'.

In the case of an unauthorised leave of absence the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £80 if paid within the first 21 days which increases to £160 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court.

Parents wishing to apply for time off school should complete the 'Request for Pupil Leave of Absence' form.

Parents are informed of the outcome within 7 days.