**Please note that this policy specifically relates to requests for taking children out of school during term time.**

*The law* ***gives no entitlement to parents to take their child on holiday in term time.*** *Any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Any leave that is taken, which has not been granted, will be followed up by the Educational Welfare Officer and may result in a fine.*

**Parents are therefore asked to note the following:**

• There is no entitlement for parents to remove their child from school for the purposes of a holiday in term time.

• In exceptional circumstances parents can request to remove their child.

• All such requests must be made on the school’s official “Student Request for Leave of Absence Form”, which are available to download from our website or from reception – letters will not be accepted.

• The “exceptional circumstances” must be clearly stated on the form**.**

• The form must be returned to the school office at least fourteen days before first day of the requested leave of absence. Forms submitted after this date will not be accepted.

• Parents should not assume that returning the form guarantees that the request will be approved.

• Requests will need to be made in writing in respect of religious observance days giving at least 14 days’ notice.

**The Headteacher has the authority to decide whether to authorise the absence. In making a decision, the Headteacher will take the following into account:**

• The reasons given for the exceptional circumstance

• The time of the year and/or term and the child’s previous attendance record – including any patterns of absences

• Whether the child will miss any preparations for/or any tests/exams

• The Headteacher will inform parents of the reason/s for a request being refused.

**In signing the form, parents are confirming that they understand the following:**

• If a child is removed without approval, the absence will be marked as “unauthorised” in the class register. This absence may be investigated by St. Ursula Convent School and a fine issued where necessary, usually after 5 days of unauthorised absence.

• A child who is removed for a prolonged period in term time (that is – longer than a normal absence for sickness) will miss a large amount of schoolwork while he or she is away and will be unprepared for the work on returning to school.

• Asking for extra work to do at home may not be appropriate as the child may have missed the initial teaching.

**Parents must ensure that their child returns to school on, not after, an agreed date.**

**Please note: If your child returns to school from holiday after the mutually agreed return date, you may be prosecuted, and your child may be removed from St. Ursula Convent School.**

**Student Request for Leave of Absence**

Student Name:

Year Group: Tutor Group:

**I request permission from St. Ursula Convent School for leave of absence in exceptional circumstances for my child as detailed above:**

Number of days my child will be absent for:

First school day of absence: Date:

First day back in school: Date:

**Please detail the exceptional circumstances for this request of leave of absence**:

*I understand that if the leave of absence is approved, that if any changes to these dates are made without permission they will be considered as an unauthorised absence from school and will lead to further action. I understand that the form must be returned to the school office at least fourteen days before first day of the requested leave of absence.*

*I understand that if my child is absent for more than 20 days in total, they may lose their place at this school.*

*I understand that if my child is absent for more than 15 days in total, they may be fined by the local authority.*

*By signing this form, I agree that I have read and understood the leave of absence policy as detailed overleaf*

*and fully understand the implications.*

**Parent/Carer** (Please Print): Signed: ………………………………………

**Relationship to Child**: Date………………………………….…….…

(For office use only): **Headteacher’s Decision re: Application for Leave of Absence During Term Time**

 **Attendance %: No. of Days Requested:** **No. of** **Days Authorised**:

 **No. of Days Unauthorised:**

 **Fine: Y / N**

**Coding: Please circle appropriate code**

B – Educated Off Site C – Leave of Absence authorised by school

Y – Exceptional Circumstances D – Dual Registration

H – Authorised Family Holiday J – Interview

M – Medical/Dental Appointment P – Approved Sporting Activity

R – Religious Observance S – Study Leave

T – Gypsy, Roma and Traveller Absence V – Educational Visits

G – Unauthorised Family Holiday O – Unauthorised Absence

W – Work Experience

**Other (Please specify):**

***Please Note:******Holiday absences which have not been agreed will be marked as unauthorised absences and may be referred to the Local Authority for the consideration of a Penalty Notice or other action.***

**Headteacher’s Signature: Date:**

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