



Donnington Wood Infant School & Nursery

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HEADTEACHER

Mrs C Boddy

PARENT REQUEST FOR A GRANT OF LEAVE OF ABSENCE FROM SCHOOL IN TERM TIME

Parents wishing the school to consider granting leave of absence to go away on holiday in school term time should read these notes carefully and then complete and send to the headteacher the request form below. This form should be sent to the school in time for the request to be considered **well before** the desired period of absence. Parents are strongly advised not to finalise any holiday booking arrangements before receiving the school's decision on their request. In any event the request form must be received by the school at least four weeks before the holiday departure date to allow sufficient time for appropriate consideration.

The granting of leave of absence to go away on holiday in school term time is, by law, a matter for consideration and at the discretion of the Headteacher. There is no automatic right to any holiday in term time. The LA nor the school regard the granting of up to ten school days leave of absence in any school year as any kind of norm. National, Department for Education (DfE) and Telford & Wrekin Local Authority (LA) policy is that family holidays should not normally be taken in school term time. Where such requests are made, clear **exceptional** circumstances must be the reasons for them.

Requests for leave of absence in any school year will only be considered where, as the Regulations specify, there are clear **exceptional** circumstances as the reasons for them.

Each case will be considered individually and on its own merits. In considering a request, the school will take account of: -

- the **exceptional** circumstances stated that have given rise to the request;
- the age of the child
- the stage of the child's education and progress and the effects of the requested absence on both elements;
- the overall attendance pattern of the child;
- the nature of the trip;

Parents need, therefore, to consider very carefully before making any request for leave of absence the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. School staff will discuss these matters before making their decision.

- a grant of leave of absence may be refused if the child's attendance is already low.
- students/pupils on examination courses (years 10 & 11) or due to take SATS (years 2 & 6) will **not** normally be granted leave of absence.

Where parents have children in more than one school a separate request must be made to each school. Each school will make its own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.

Where requests for a grant of leave of absence are received from only one parent the response letter - agreeing or refusing - will be either, addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all 'parents' are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent will receive a penalty notice.

Should the school decide to grant leave of absence but, the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave of absence period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, **his/her place at the school could be lost.**

Should the School decide **not to grant leave of absence** and parents still take their child out of school the absence will be recorded as **unauthorised**. As a school we are asked to inform you that, in line with Telford and Wrekin Council Policy, unauthorised absence may be subject to a Penalty Notice fine of £60 payable per parent, per child. This fine will increase to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings.

To the Headteacher of Donnington Wood Infant School & Nursery

I request consideration of a grant of leave of absence from school for my

child (full name)

for the period from (date) to (date)

(N.B. if authorised the duration will be at the Headteacher's discretion)

The **exceptional** circumstances giving rise to this request are: -

.....
.....
.....

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s))

School(s) attended

(Signature of Parent(s)) Date

Please Return Completed Form To The School Office

.....
FOR OFFICE USE ONLY

Attendance printout attached

Current attendance % Last Year's attendance %.....

Number of unauthorised days so far this academic year

Permission **is / is not** granted for the above student to have a leave of absence during term time between the above dates.

Signed Date