



# St Margaret's Lee

Church of England School Diocese of Southwark

## REQUEST FOR TERM TIME ABSENCE

Parents, you **do not** have the right to take your child out of school during term time. By law you must ask permission for your child to miss school. If you fail to gain the school's permission you risk receiving a £120 penalty notice. If you would like to apply for permission for your child to be absent from school you must complete this form and return it to the school for authorisation at least 10 school days in advance of the proposed leave.

<b>PARENTS SECTION (to be completed first)</b>				
Surname of child		First name		
Date of birth		Year Group		
Surname of parent/carer		First name		
Address of child				
Postcode		Telephone number		
Information about the request for your child's leave of absence	Reason for the absence in term time			
	Would (s)he miss any national tests or examinations?	Yes	No	
	Is her/his attendance already below 90% or a previously agreed individual target?	Yes	No	
	Is the requested absence during the month of September?	Yes	No	
	Would (s)he be absent for more than ten school days?	Yes	No	
	Has (s)he already had leave during term time this year?	Yes	No	
	If your child has had absence during term time approved during this school year please state the number of days previously agreed.		_____ days	
	Does your child have any siblings for which you are requesting absence in term time in other schools?		Yes	No
If you have answered yes to the previous question please state which schools your other child(ren) attend.				
Length of absence (school days)	From (date)	To (date)		
Emergency telephone contact number:				
Parent/Carer signature:				

<b>For school use only – The cost, convenience or availability of a holiday must not be taken into consideration</b>							
Does the absence requested occur in September?					Yes	No	
Does the absence occur during a period of national tests or exams?					Yes	No	
Is the child's attendance below 90% or an individually agreed target?					Yes	No	
If this request is approved will the child's absence exceed 10 days in this school year?					Yes	No	
Has the child had 2 days absence this year for religious observance?					Yes	No	
Has the child got siblings in another school for which an absence has been requested?			Yes	No	Other school contacted?	Yes	No
<b>Signed:</b>					<b>ABSENCE APPROVED</b>	<b>No</b>	<b>Yes</b>



## 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 liable for a £60 Penalty Notice\* 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	THE LAW
<p>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 child. However, it is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>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.</p> <p>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.</p> <p><b>WHAT YOU SHOULD CONSIDER</b></p> <p>There are times during a school year when a child may experience particular problems because of term-time leave such as:-</p> <ul style="list-style-type: none"> <li>• Closeness to tests</li> <li>• During the first year at a new school.</li> <li>• At the beginning of a new school term.</li> </ul> <p>If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as <b>unauthorised absence</b> and you may receive a £60* fine per parent for each child.</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.</p> <p>However, in exceptional circumstances school may authorise, in advance, requests for periods of leave of no more than ten days in total in any year. The request for leave must come from a parent with whom the child normally resides, and must be for the purpose of a family holiday.</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four 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.</p> <p>Advice from the Department for Education states that schools can only approve absence for family holidays if they consider there are special circumstances. Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not special reasons.</p>

<p><b>Other absence from school will be authorised if it is for the following reasons:</b></p> <ul style="list-style-type: none"> <li>▪ Genuine illness</li> <li>▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible)</li> <li>▪ Days of religious observance</li> <li>▪ Exceptional circumstances, such as bereavement</li> <li>▪ Seeing a parent who is on leave from the armed forces</li> <li>▪ External examinations</li> <li>▪ When Traveller children go on the road with their parents</li> </ul>	<p><b>Other absence from school will not be authorised:</b></p> <ul style="list-style-type: none"> <li>▪ For any type of shopping</li> <li>▪ Looking after brothers, sisters or unwell parents</li> <li>▪ Minding the house</li> <li>▪ Birthdays</li> <li>▪ Resting after a late night</li> <li>▪ Relatives visiting or visiting relatives</li> </ul>
<p>Please contact your child's head teacher if you wish to discuss this issue.</p> <p><b>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.</b> 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.</p>	

\*Your local council can give each parent a fine of £60, which rises to £120 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school.