

APPLICATION FOR LEAVE OF ABSENCE (Compassionate/Exceptional Circumstances)

As the Severn Academies Educational Trust we believe that regular attendance is vital. All schools within our trust use this form and only ONE should be completed per family. Each request will be reviewed using the information provided and a decision will be sent to you in writing.

PARENT/CARER TO COMPLETE:

CHILD'S NAME:	TUTOR GROUP:
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Please indicate if you have another child at one of our trust schools: **YES/NO**

Child's Name: _____ School: _____

Dates for which Leave of Absence is requested:		
From:	To:	Number of School Days:

REASON FOR REQUESTING ABSENCE DURING TERM TIME (Please include any background information to support your request. **Please note** we only authorise leave under exceptional circumstances or for compassionate reasons):

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Signed: _____ (Parent/Carer) Name: _____ Date: _____

FOR COMPLETION BY ATTENDANCE WELFARE OFFICER /SCHOOL OFFICE:	
Current Attendance:	Leave taken during last academic year: YES/NO
Additional information:	
Leave of Absence Authorised / Not Authorised (please delete as appropriate):	
Signed:	Date:

(For Office Use ONLY)
ADMIN Letter Sent (Date): **CODED ON REGISTER:**

Please return completed form to The Attendance Welfare Officer
The Stourport High School & VIth Form College
 Minster Road
 Stourport-on-Severn
 Worcestershire
 DY13 8AX
 Tel: 01299 872950 Fax: 01299 827972



Email: Office@shs.worcs.sch.uk
 Website: www.shs.worcs.sch.uk



HOLIDAYS DURING IN TERM-TIME

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/carers may ask for term-time leave for their child. However, it is important that parents/carers 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 coursework 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>THINGS TO CONSIDER:</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"> • Closeness to examinations or tests; • During GCSE and other examination courses; • During the first year at a new school; • At the beginning of a new school term. <p>If the school refuses a request for term-time leave and the child is still taken out of school, then the absence will be recorded as an 'unauthorised absence'.</p>	<p>The law does not say that parents/carers have an automatic right to take their child out of school for holidays. It states that Headteachers may not grant any leave of absence during term-time unless there are exceptional circumstances.</p> <p>Holiday prices and the fact that the parents/carers have booked before checking with the school are not 'exceptional' reasons.</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/carer 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>In line with Worcestershire County Council Policy, an 'unauthorised absence' may be subject to a penalty notice fine of £60 payable per parent/carer per child, increasing to £120 each if not paid within 21 days. If this fine is not paid within 28 days this may lead to court proceedings.</p>
<p>Other absence from school will be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> • Genuine illness; • Unavoidable medical/dental appointments (however try to make these after school if at all possible); • Days of religious observance; • Exceptional circumstances, such as bereavement; • Seeing a parent/carer who is on leave from the armed forces; • External examinations. 	<p>Other absence from school will not be authorised:</p> <ul style="list-style-type: none"> • For any type of shopping; • Looking after brothers, sisters or unwell parents/carers; • Minding the house; • Birthdays; • Resting after a late night; • Relatives visiting or visiting relatives.

Every day is important. Please help your son/daughter not to miss any of this valuable time.

We hope that when you have read this form you will consider that your child's education is too important to take holidays during term time.