

Chellaston Junior School **REQUEST FOR LEAVE OF ABSENCE FORM**



Please **complete all shaded boxes on this form**

Name of Child(ren)	Class

Name of Parent(s)/Carer(s)	Date(s) of Proposed Absence	No. of school days child(ren) would miss

Please list the names of any siblings at Chellaston Academy and/or Chellaston Infant School for whom you will also be making a request for leave of absence. Please note, you will need to follow each school's procedure and make your request to each school individually.	Other siblings at Chellaston Academy	Other siblings at Chellaston Infant School

Please indicate the reasons for this absence. If this is for a holiday, please indicate why this holiday could not take place in the course of the normal holiday pattern (please see the attached – guide for parents before writing your reasons)

Signature of Parents/Carers with Legal Responsibility for the Child (please use an electronic signature where possible – we will send this back to you for signing if not)	Date	If this request is for a term time holiday, I confirm that the holiday has been...	
		booked	Not booked

Please return this form to school **before any booking is made** if this is for a holiday to be taken during term time

for office use only ✕-----

Child(ren)'s name(s)	Attendance percentage(s) over last 12 months

Dates Requested

	Authorised	Not Authorised	Subject to further information from parents
THIS <u>ABSENCE REQUEST</u> IS			

Reasons for the decision*

	Name	Signed	Date
Head teacher			

*please refer to the 'Guide for Parents'

Chellaston Junior School Term-time requests for absence – A GUIDE FOR PARENTS

Term-time holidays are intended for children whose parents are unable to take holiday at any other time.

Chellaston Junior School will consider every application individually; its policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off school for family holidays **is not a right**. An application must be made in writing, with appropriate evidence, **in advance** of the intended holiday.

The law states that schools should not authorise leave of absence unless:

- ✓ An application has been made **in advance** by the parent with whom the pupil normally resides AND
- ✓ The Head teacher considers that there are exceptional circumstances relating to the application.

Chellaston Junior School will consider authorising holidays for (exceptional circumstances):

- service personnel and other employees who are prevented from taking holidays out of term-time;
- when a family needs to spend time together to support each other during or after a crisis;
- parents who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect.

Requests for holidays for the following reasons will not be authorised:

- cheaper cost of holiday;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

Chellaston Junior School will respond to all requests for a leave of absence in writing giving the reasons for the decision.

Chellaston Junior School will NOT authorise a holiday during periods of national tests ie: SATs examinations.

6. Extended leave of absence

In considering absence for extended trips overseas Chellaston Junior School will take account of the following:

- a visit to family overseas has a very different significance from a normal 'holiday';
- such visits may be important in terms of children's identity and self-esteem as they grow up;
- parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school (although parents could be encouraged to use the school holiday periods for at least part of their trip);
- the reasons for wishing to make a visit is more difficult, particularly for minority ethnic families, where huge distances and high costs are involved.
- Where extended leave of absence is granted there will be an expectation that the pupil undertakes some school-set work during this period.