



Moss Park Junior School

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Head Teacher: Mrs. S. Nunwick, B.A.(Hons), PGCE, NPQH

APPLICATION FOR AUTHORISED ABSENCE DURING TERM TIME

This form must be completed and signed by the child's parent or carer and returned to the Headteacher before the start of the absence. Please refer to notes overleaf when considering an application for authorised absence during term time. You should return the completed application form to the School Office, giving at least 4 weeks notice.

You will receive a copy of this form duly signed by the Headteacher advising if the request has been authorised or declined.

Child's name	Class.....
Start of Absence	Return to School date
Number of days absence requested (school days)	
Destination	
Does your child have a sibling in the Infant School? If so, which class?	

<p>Please explain the exceptional circumstances that make it necessary to have leave of absence during school time:</p>

<p>APPROVAL OF REQUEST FOR AUTHORISED ABSENCE as detailed above.</p> <p>Signed (Headteacher) Date</p>
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<p>DECLINE OF REQUEST FOR AUTHORISED ABSENCE as detailed above.</p> <p>Signed (Headteacher) Date</p>

Excerpt taken from our Attendance Policy (copies available from the office)

Under Section 444 of the Education Act 1996, parents of a child of compulsory school age are under a legal duty to ensure the regular attendance of that child at the school where he/ she is a registered pupil. Failure to fulfil this duty may result in the Local Authority prosecuting the parents. If found guilty of the offence, each parent could be fined up to £2500, and/or sentenced to three months imprisonment. The parent may alternatively be subject to a fixed penalty fine of £50.

Absence during term time as a result of term time holidays, interrupts continuity of teaching and learning, disrupts the educational progress of individual children and creates disruption in school. We actively discourage parents from arranging holidays during term time and will only authorise absence for such holidays in exceptional circumstances.

Parents do not have any right or entitlement to expect term time leave to be granted and all leave is granted at the discretion of the Head teacher. Leave for the purpose of a family holiday will only be granted in exceptional circumstances. If leave is taken without authorisation, it will be recorded in the school attendance register as unauthorised absence, which is as truancy, and the matter may be referred to the school's Education Welfare Officer.

The Head in each school reserves the right to make individual judgements as to what constitutes exceptional circumstances, which might include the following:

- Service personnel returning from/scheduled to embark on a tour of duty abroad
- When it is company policy for an employee to take leave only at a specified time of year (written evidence required)
- Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue (evidence required)
- The holiday is a unique one off never to be repeated occasion which can only take place at the time requested.

As a rule, the financial factor when a parent claims that they are unable to afford a holiday during school holidays when prices may be significantly higher than in term time, should not constitute an exceptional circumstance

Similarly, the nature of the proposed holiday should not be taken as exceptional circumstances.

Did you know..?

Days taken off school	In % terms	Your child's maximum attendance for the year – without ANY illnesses or medical appointments will only be...	
5 days	2.6%	97.3%	Any illness that year /medical will drop you down to 'below average'
10 days	5.3%	94.7%	Your child is now well <u>below</u> the national average (96%)
15 days	7.9%	92.1%	Your child is now at risk of being classed as a 'persistent absentee' (truant)
20 days	10.5%	89.5%	Your child is now officially classed as a 'persistent absentee (truant). This could lead to involvement from other services and/or penalty fines