



Egloskerry Primary School



Altarnun Primary School



Launceston Primary School

## Primary School Leave of Absence Form

Please complete one form for each ABSENCE REQUEST.

**Please read this section before completing the rest of this form.**

Following government changes to leave of absence and holidays for children during term time, the headteacher now has a discretionary power for leave of absence to be granted only in **exceptional circumstances**. The government states that parents should not take their family holiday during term time. All holidays taken in term time will be recorded as unauthorised absence.

**Unauthorised absences** are reportable to Cornwall Council, and passed on to secondary schools when a pupil transfers.

All requests for leave of absence will be carefully considered by the local governing body's Attendance Panel.

### **Exceptional Circumstances agreed by the Governors**

- Graduation ceremonies or weddings of a parent, grandparent or sibling – normally one day will be authorised. Sensible consideration will be given to additional days depending on the distance that has to be travelled
- Dealing with a sudden family emergency or crisis involving close family members such as a parent, sibling or grandparent.
- Hospital, dental or other medical appointments that are unavoidably in school time.
- Sporting, musical, dramatic or other activities for students performing at an exceptional level
- Visits to other schools that students may be attending in the future
- Days of religious observation

***Please return the form overleaf via your son/daughter, who should hand it to the School Office.***

Name of Pupil ..... Class.....

Dates Of Requested Absence: From: ..... To: .....

Please complete the Reason for Absence request and tick the appropriate box below where appropriate:

Reason for Absence request:

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- Dealing with a sudden family emergency or crisis involving close family members such as a parent, sibling or grandparent. The headteacher will discuss with the parent the amount of time that will be authorised based on the circumstances.
- Sporting, musical, dramatic or other activities for students performing at an exceptional level. The headteacher will discuss with the parent the amount of time that will be authorised based on the circumstances.
- Visits to other schools that the child may be attending in the future.
- Graduation ceremonies or weddings of a parent, grandparent or sibling – normally one day will be authorised.
- Days of religious observation - normally one day will be authorised.
- Hospital, dental or other medical appointments that are unavoidably in school time – normally half a day or a full day will be authorised.
- Other (detail above)

Signed (Parent/Guardian) .....

Print Name .....

Date .....

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**Copy to parents/guardians via student**

To be completed by the School Secretary, following discussion with the Principal.

Current attendance = %

The requested absences are to be treated as (please circle):

**authorised**      **unauthorised**

Signed: ..... Date: .....

## AVOIDABLE ABSENCE IN TERM-TIME

**IMPORTANT:** Please read carefully the information below. **WARNING:** If you allow your child to miss school in term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice\* per parent per child, or made the subject of court proceedings under section 444 Education Act 1996.

**As a parent/carer, you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason.**

THE FACTS	THE LAW
<p>School aged pupils in Cornish maintained schools are expected to attend punctually on the 190 days that the school is open. Whilst there are a number of unavoidable reasons why a pupil might be away from school (illness, medical appointments, exclusions etc), the legislation is clear that any avoidable absence may only be authorised by a school if there are exceptional circumstances.</p> <p><b>WHAT YOU SHOULD CONSIDER</b></p> <p>Research suggests that children who are taken out of school may never catch up on the learning 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>If the school is unable to authorise the absence 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 allows schools to consider individual requests to authorise a future avoidable absence. However before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances that justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides</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 the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.</p> <p>In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.</p>
<p><b>Unavoidable 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>● 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> <li>● Graduation ceremonies or weddings of a parent, grandparent or sibling (sensible consideration will be given additional time needed for long distances).</li> <li>● Dealing with sudden family emergency or crisis involving close family members such as parent, sibling or grandparents</li> <li>● Sporting, musical, dramatic or other activities for pupils performing at an exceptional level</li> <li>● Visits to other schools that pupils may attend in the future</li> </ul>	<p><b>Other examples of absence from school that will not be authorised:</b></p> <ul style="list-style-type: none"> <li>● Any type of shopping</li> <li>● Looking after siblings or unwell parents</li> <li>● Transport difficulties (where parents are responsible for bringing their child to school)</li> <li>● Minding the house</li> <li>● Birthdays</li> <li>● Resting after a late night</li> <li>● Relatives visiting or visiting relatives</li> <li>● Visiting agricultural shows / markets</li> </ul>
<p>Please contact your child's head teacher if you wish to discuss this issue.</p> <p><b>The law requires parents to ensure their children receive an efficient full time education, and every minute of every day is important. Please help them not to miss any of this valuable time.</b></p>	

\*Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days