

**WEST SUSSEX LOCAL EDUCATION AUTHORITY  
REQUEST FOR ALL LEAVE OF ABSENCE IN TERM TIME (Absence from Learning)  
THE HOLY TRINITY CHURCH OF ENGLAND SECONDARY SCHOOL**

**IMPORTANT**

**Please see overleaf for the school's guidance regarding application for leave during term time.  
We ask you to read this carefully.**

The law does not grant parents an automatic right to take their child out of school during term time. Permission for all absence in term time **MUST BE SOUGHT IN ADVANCE (a minimum of 10 school days is required)** using a separate form for each child. This must come from the parent with whom the child normally lives. Absence of more than two weeks will not be granted, unless there are **exceptional** circumstances.

When deciding whether to allow term time leave, for any reason, the Head of House will consider:-

- The time and duration of the leave
- Your child's overall attendance pattern
- Learning and assessments that will be missed
- % Attendance to date must stand at 92% or over for any request to be considered

Authorised absence is requested for: -

Name of student.....T/G).....

Dates from .....to.....inclusive. Total number of school days required.....

Reasons for applying for absence during term time: -

.....  
.....  
.....

Signed.....Date.....

Address.....

Tel no.....email.....

**Please return this form to the Student Services Manager**

% Attendance..... Approved.....HOH. Entered on SIMs.....  
✂-----

**REQUEST FOR ABSENCE IN TERM TIME**

Name .....T/G

Dates requested from .....to .....

Reason.....

\*Your request is approved and the absence as set out above is duly authorised.

\*Your request is not approved for the following reasons:-

.....

If the student is absent on the dates set out above, it will be recorded as unauthorised absence

Signed .....Head of House. Date.....

## Notes for Parental Guidance

The law requires schools be open for 190 days each year, and every day is important. Please help your child not to miss any of this valuable time. We hope that when you have read these notes you will consider that your child's education is too important to take time out of school during term time.

### The Facts

We recognise that it is often expensive to take a holiday during school breaks and that is why some parents request term time leave for their child. However it is important that parents carefully consider the implications of taking their child out of school.

- A student who is authorised to take 10 days holiday during one whole academic year can only attain a maximum attendance of **94.7%**.
- Research suggests that students who are taken out of school may never catch up on the work they have missed. This may affect levels of attainment, test and exam results
- Students who struggle with English or Mathematics may also find it harder to cope on their return
- Some students may find it difficult to renew friendships with classmates

If your employer restricts the times when you may take your holiday, a letter to this effect must accompany this form.

### What you should consider

There are times during a school year when students may experience particular problems because of term time leave such as: -

- Closeness to exams, tests and controlled assessments
- During GCSE and other exam courses
- During the first term at a new school
- At the beginning of a school year

### The Law

The law does not say that parents have an automatic right to take their child out of school during term time. Advice from the Department for Children, Schools and Families issued in March 2008 states that schools can only approve absence for family holidays in exceptional circumstances, made in advance, of no more than 10 school days in total in any academic year, made by the parents with whom the child normally resides. If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence, and that the matter may be referred to the Educational Welfare Officer.

If parents do not apply for leave of absence in advance of taking the time out of school, this will be recorded as unauthorised absence as the regulations do not allow schools to give retrospective approval. If the unauthorised absence exceeds 10 school days, this could lead to a **Fixed Penalty Notice** being issued to parents.

If a child is away from school for a total of four weeks or more, the school may decide 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.

Absence from school **will be authorised** if it is for the following reasons:

- Genuine illness
- Unavoidable medical/dental appointments (but try to make these after school if possible)
- Days of religious observance
- Exceptional circumstances, such as bereavement
- External examinations

The following are examples of absence that **will not be authorised** and will be recorded as unauthorised absence which may lead to the issue of a Fixed Penalty Notice: -

- For any type of shopping
- Looking after siblings or unwell parents
- Minding the house
- Birthdays or special treats
- Resting after a late night
- Relatives visiting or visiting relatives
- Closure of sibling's school for INSET or other purposes

**If you are in doubt please seek advice from your child's Head of House**