

# REQUEST FOR LEAVE OF ABSENCE FORM

## Term-time holidays – A GUIDE FOR PARENTS



The 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 Headteacher considers that there are exceptional circumstances relating to the application.

The 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.

The school will respond to all requests for a leave of absence in writing giving the reasons for the decision.

### **Extended leave of absence**

In considering absence for extended trips overseas the 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.

### **Absence for medical appointments**

Parents/carers are not required to complete the leave of absence form.

If it is not possible to arrange the appointment for outside of school hours please email [schooloffice@ormstonschool.co.uk](mailto:schooloffice@ormstonschool.co.uk) informing the school of the appointment together with a copy of the appointment letter.

# REQUEST FOR LEAVE OF ABSENCE FORM

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

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

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)

<b>Signature</b> of Parents/Carers with <b>Legal Responsibility for the Child</b> <small>(please use an electronic signature where possible – we will send this back to you for signing if not)</small>	Date	<b>If this request is for a term time holiday</b> , 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

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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
<b>Headteacher</b>			