



Kymbrook & Thurleigh Federation.

**TERM TIME
APPLICATION for REQUEST for ABSENCE.**

Parents or Carers.

Before placing a request for absence during term time please read the following document carefully

Dear Parents & Carers,

The Kymbrook & Thurleigh Federation are working together with the Local Authority Education Welfare Officer to ensure that attendance levels don't fall below a certain threshold. As a Federation our shared target is 96% + . Schools are continually concerned at the amount of requests for leave of absence at certain times of year and how this can detract from a child's educational experience and attainment.

THE LAW

The law says that parents and carers **do not have the right** to take their child out of school for absences in term time. However, in **very exceptional circumstances**, schools can allow them to take their child out of school.

Should parents or carers remove their children for leave without the schools permission, or if a child fails to re-appear by the agreed date, this is recorded as unauthorised absence and noted on your child's records. If you child has not returned within the 10 days of the expected date of return, the school may remove your child from the school roll.

The school may also ask the Education Welfare Service to consider issuing a Penalty Notice. If you do not pay the penalty notice, you will be prosecuted in court.

Kymbrook & Thureligh Federation have agreed upon consideration of the following when granting any leave of absence from school.

- The time of year when you request leave of absence.
- Your child's current attendance level.
- How long the leave will be and how much it will disrupt education.
- Previous similar requests.
- How exceptional the circumstances are.

Guidance clearly states that leave requested for the following reasons should not be authorised:

- Availability of cheaper holidays.
- Availability of desired accommodation.
- Poor weather experienced during school holiday periods.
- Overlap with the beginning of terms.

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME.

This form must be returned at least **4 WEEKS** before the date when leave of absence starts. You may be required to produce supporting evidence for your request. E.g. A letter from employers confirming that this is the only time available to you to take leave.

Child's Full Name _____

Date of Birth _____ Year Group _____ Class _____

I/We wish to apply for permission for _____

To have leave of absence from school from _____ to _____.

Please state your reason below:

_____ signed: _____ Date _____

Other children in the family of school age:

Name _____ D.O.B. _____ School _____

Name _____ D.O.B. _____ School _____

To Parent/Carer,

Name _____ % Attendance _____ Previous Absence _____

Permission has/has not been granted for leave of absence from _____ to _____

A total of _____ school term days.

Please provide further evidence to support your request.

Signed _____ Head teacher. Date _____