WHF Schools
Application for absence in term time

Parents do not have a right to take their children out of school for holidays during term time.
By law - You must ask permission for your child to miss school.
It is up to the Principal of your child's school to decide whether or not the absence will be authorised. If the absence is not authorised you risk a £80 penalty notice per parent if paid within the 21 days or £160 if paid up to 28 days.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation well in advance of the proposed leave.

PARENTS SECTION (to be completed first)

Surname of child		First name	
Date of birth		Class	
Surname of Parent/Guardian		First name	
Address of child			
Postcode		Telephone number	

About the request for your child's leave of absence	**Reason for requesting absence in term-time**	
	Would (s)he miss any national tests or examinations?	
	Is his/her attendance already below 90% or a previously agreed individual target?	
	Is the proposed absence during the month of September?	
	Has (s)he already had leave during term-time this school year? (If so, please give dates and number of school days leave)	
	Did (s)he have leave of absence during term-time in the previous school year?	

Length of absence (school days)		From (date)		To (date)	
Emergency telephone contact					
Parent's/Guardian's signature				Date form completed	

SCHOOL SECTION

Absence in term time	(i) **approved** ☐ school days (ii) **not approved** ☐ school days	**WHF Policy states that any unauthorised absence in term time may result in the issuing of a Fixed Penalty Notice.**
Date of meeting with Parent		
Principal's signature		

☐ White British	☐ Mixed White & Black Caribbean	☐ Asian/British Kashmiri	☐ Chinese
☐ White Irish	☐ Mixed Other	☐ Asian/British Other	☐ Any other Ethnic Group
☐ White Other	☐ Asian/British Bangladeshi	☐ British/Black Caribbean	☐ White Traveller – Irish Heritage
☐ Mixed White & Black African	☐ Asian/British Indian	☐ British/Black African	☐ White Gypsy/Roma
☐ MA Mixed White & Asian	☐ Asian/British Pakistani	☐ British/Black Other	

Gender of child	Female		Male	
Number of previous applications granted				

Please return a copy of this form to the parent after consideration.

THE WHITE HORSE FEDERATION

ABSENCE FROM SCHOOL POLICY

Introduction
The government set clear targets for attendance for all schools and the trust support the drive to make every lesson count and every day count.

Family Holidays during Term Time

1. Legal Background and DfE Guidelines

Whilst schools are required to consider parental requests for holidays to be taken in term time, it still remains the legal duty of parents to ensure the regular attendance of a child of compulsory school age. Failure to do so could result in the LA issuing a penalty notice or prosecuting the parents in the Magistrates Court.

DfE guidelines clearly state that exceptional circumstances means that the parent must make a strong case for taking a child out of school in any one academic year. Exceptional circumstances must be explained fully to the school who will then consider the request.

Parents should not expect that schools would automatically agree to a family holiday during term time. All holiday requests are at the discretion of the head teacher and can only be authorised by the head or member of staff with designated authority in the absence of the Headteacher.

2. Consideration of Holiday Requests

The Head teacher or delegated member of staff are advised to treat each application individually and will consider the following factors when making a decision.

- The child's overall attendance record
- Whether the holiday falls during a year when public examinations are due or government tests.
- The effect on the child's continuity of learning
- The family circumstances

Whilst school can reduce the number of holidays during term time, a number of requests may continue to be approved by the head teacher.

Parents will be discouraged from taking holidays during the first few weeks of the autumn term, particularly if a child is starting reception, or transferring from infant to junior, or junior to secondary school.

However the overall aim is for schools to discourage parents from taking any holiday at all during term time, as all absences affect children's education.

When a holiday is approved it is then an authorised absence, should parents keep the child away in excess of the agreed period then the extra time should be treated as an unauthorised absence.

Where parents take the child away without permission, the absence will be recorded as unauthorised.

Parents will be informed that such absence is recorded as unauthorised and that a 10-day holiday during term time will mean that a child's attendance will only be 95% for that academic year. This falls below the target for each pupil of 96%.

All holiday requests may only be made by the parent with day-to-day care, even if they are not going on the holiday themselves. This safeguards against an estranged parent making a request without the knowledge of the parent who has care and control.

The school reserves the right to refer a child who has taken an unauthorised holiday to the Education Welfare Service for a Penalty Notice to be issued. This Penalty notice currently stands at £80 per parent

per child and can only be withdrawn if it has not been correctly issued by the school. There are no exceptional circumstances that would warrant the withdrawal of a penalty notice once issued.

3. Daily absence procedures
It is the responsibility of parents to inform the school if their child is unable to attend school. This can be done by telephoning the office on the first day of absence.

When a child returns to school, they should bring in a written explanation for the absence.

The school has a duty of care to all pupils and will make first day absence calls for all children for whom no explanation has been received on the first day.

A failure to explain absence will be recorded as unauthorised.

Unexplained absences in excess of 3 days will result in the school following statutory guidance.

The school has a duty to monitor patterns of absence and reasons for absence.

The school reserves the right to refer a child who has a pattern of unauthorised or authorised absence to the Education Welfare Service for a Penalty Notice to be issued.

4. Arriving late for School/Leaving early
It is the responsibility of parents to ensure their children are at school on time and ready to learn.
It is not expected that children should need to arrive late for school or to leave early. Parents should try to make appointments for dentists and doctors and opticians etc outside of school hours.

All children arriving late must be signed in to the main school office and a reason must be given as to why the child is late.

A failure to explain a late arrival will be recorded as an unauthorised.

All reasons are recorded and monitored every 6 weeks as part of our normal school practice.

In some exceptional circumstances, children may have to be collected early from school.

Parents who wish to collect their children early must inform the school by telephone or in writing, stating clearly the reason why the child is leaving school.

Requests and collections may only be made by the parent with day-to-day care. This safeguards against an estranged parent making a request without the knowledge of the parent who has care and control.

If another adult is to collect the child, the school must be informed and that person must be a named adult on the contact list.

It is the responsibility of the parents to keep the school fully aware of contact details of named and responsible adults.

When the child is collected, the office must be advised and a reason for the absence given. This information is recorded in the school record book. This allows the school to protect the child and to ensure robust procedures for health and safety and well being as well as safeguarding against an estranged parent making a request without the knowledge of the parent who has care and control

The school reserves the right to refer a child who has a pattern of late arrivals or persistent early finishes with or without explanations, to the Education Welfare Service for a Penalty Notice to be issued.