

Following various requests, and in conversation with EWO the following guidance could be followed.

EWO advise that Heads meet with parents when requesting leave of absence. Schools should also make it clear to parents in their Attendance Policy what their stance is on absence in term time and the criteria they are going to apply. This needs to be consistent and fair. Without this EWOs are unable to issue Fixed Penalty Notices (FPN) for unauthorised leave of absence.

Where school's preference is for parents/carers to complete a form, detailed below is information which could be included. The form could either be one A4 page with a return slip or as two separate documents. With attendance now a high priority, schools are advised that whenever possible to discourage 'holidays' during term time. To help with this 'discouragement' the word 'Holiday' should be replaced with the word 'Term Time Absence'.



## REQUEST FOR TERM TIME ABSENCE

The school does not authorise term time absences unless there are exceptional circumstances which prevent this.

Requests for term time absence should be made at least 14 days before the start date.

<b>SURNAME:</b>	<b>FORENAME:</b>	<b>Tutor Group:</b>
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<b>REASON for ABSENCE:</b>
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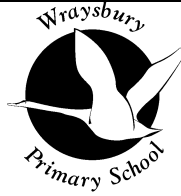
<b>Start date:</b>	<b>End Date:</b>	<b>No of School days:</b>
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- Please note:**
1. Absence requests will be considered in relation to the student's attendance and education attainment.
  2. Term time absences are not an automatic right.
  3. Absences will not be permitted during preparation times for or dates of exams or tests – these dates are available from the school
  4. Absences not agreed will be deemed as UNAUTHORISED and so noted in the child's school record.
  5. UNAUTHORISED absences may be referred to Education Welfare Officer to be considered for a Fixed Penalty Notice or other action.
  6. If a child fails to return by the agreed date the Education Welfare Officer may be informed. In extreme cases a student may be removed from the school role and parents/carers will need to reapply for a place via the Local Authority Admissions Team.

I have read and understand the information above.  <b>SIGNED:</b>	<b>Parent / Carer</b> (Please delete as necessary)
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PLEASE PRINT NAME:	<b>DATE:</b>
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For Office Use: Attendance %		
Previous Term Time Absence this Academic Year:	Yes/No	If yes - No. of days:
Arrange to meet with parent/carers:	Yes/No	If yes - Date and time:
Request authorised	Yes/No	



## REQUEST FOR TERM TIME ABSENCE

Dear

**Surname:**

**Forename:**

**Class:**

**Having considered your application very carefully, the request for term time absence  
for the period: \_\_\_\_\_**

☐

Has been agreed and authorised

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Has not been agreed. The absence will be noted as UNAUTHORISED.

**SIGNED: ..... Alison Fox HEADTEACHER**

**DATE: .....**