



APPLICATION FOR LEAVE OF ABSENCE

Child's Name:

Child's Year Group:

Child's Teacher:

Child's DOB:

Details

As you are aware **leave of absence** can only be granted by schools in **exceptional circumstances**. Exceptional leave **MAY** be: Grandparent or other **close relative is seriously ill** – and you must leave in an **emergency**. **Significant trauma** in the family recently and a holiday will benefit the child – **this must be backed up by a doctor's letter**.

Unfortunately, **family holidays are not permitted under 'exceptional circumstances'**. However, we do recognise the importance of family time together and in the current situation we will consider **1 or 2 days** if added on to a school holiday/long weekend and **your child generally has a good attendance record (ABOVE 96% IN PREVIOUS YEAR)**. We are unable to grant requests for longer.

Number of school days requested: **1 or 2 (please circle)**

Start date:

Return to school date:

Signature of parent/carer:

Reason: _____

FOR OFFICE USE – COMPLETE & RETURN TO PARENT/CARER

Child's Attendance over the past year:

Very Good (98%+) Good (96%+) To Monitor (Less than 96%) Cause for Concern (Less than 90%)

APPROVED: Yes: Number of Days []

No: Reason [previous attendance, more than 2 days, not permitted under 'exceptional circumstances']

SCHOOL SIGNATURE:

Please note: **Even approved absences are recorded in your child's attendance record and will impact on their end of year attendance percentage.**

Family holidays might be cheaper in term time, but your **child's education is priceless!** There are **175 days a year** when your child is not in school **to use for holidays** 😊

Message from the Corporate Director of Children and Adults Service

Durham County Council is committed to maximising the potential of every child in County Durham. I know that you too want the very best for your child.

Good, consistent attendance at school is crucial to give your child the best chance of success.

We need your support in ensuring that holidays are not taken in school time so that your child has the very best opportunity to succeed.

THE LAW

From 1 September 2013 Government regulations around holidays in term-time changed.

The changes make it clear that schools may not grant any leave of absence from school during term-time unless there are exceptional circumstances.

This will mean that applications for leave of absence for the purpose of a holiday in term-time will be refused unless parents can demonstrate and prove there are exceptional circumstances relating to the holiday request.

If you take your child out of school without permission this will be recorded as unauthorised absence (truancy) and noted on the child's Record of Achievement and may result in each parent being issued with a fixed penalty fine for each child taken out of school.

SCHOOL'S DECISION

When deciding whether to allow term-time leave, the school will consider:

- The child's age
- The child's record of attendance
- The time and duration of the leave
- Previous term-time absences
- Whether there are exceptional circumstances relating to the request.

We recognise that it is often expensive to take a holiday during school breaks, and that is why some parents may ask for term-time leave for their child. However, it is important that parents carefully consider the implications of taking their child out of school during term-time. There are 190 statutory school days in one year. There are 175 days (weekends and school holidays) available to use for holidays, which would not have a negative effect on your child's education.

For your information:

Number of Days Absence	Attendance indicator	Percentage Attendance
7 Days or less	Good attendance	96.3% - 100%
8-19 Days	Cause for concern	90%-95.8%
20 Days or More	Persistent Absentee	89.5% or below

Mrs L Gowland

Head Teacher