



REQUEST FOR ABSENCE IN TERM TIME

Attached is an application form for you to request permission for your child to take a leave of absence from school during term time. Before completing the application form, please read these notes carefully:

Under current government legislation, the school is unable to allow absence in term for the purpose of a holiday under any circumstances. The regulations do allow the school to continue to authorise absence in “exceptional circumstances”. Please find below a list of examples of allowable absences and those which will now be classed as unauthorised absences.

Allowed absence in exceptional circumstances (at the discretion of the Headteacher well in advance of the event)

- Family bereavement or close friend bereavement
- Other compassionate grounds
- Family wedding/civil partnership (Immediate family)
- Family crisis
- Examinations off site
- Educational Opportunity (eg Elite sporting representation-with supporting documentary evidence)
- Visit to a new school
- Family re-location visit
- Planned medical appointment

Absences not allowed under any circumstances

- Family holiday no matter what length
- Family trips

(This list is not exhaustive)

All requests for absence due to exceptional circumstances must be made by completing the ‘Request for Absence’ form which can be downloaded from our school website. A paper copy may be obtained from the School Office. The Headteacher will then review each request and decide if it meets the criteria for authorisation. Parents should keep their copy of the authorisation in case they are required to prove their child has had an authorised absence during term time.

Please be aware that any holiday in term time will be treated as unauthorised and could result in a fine of £60 per child, per parent, being issued by Lincolnshire County Council. For absence relating to illness of five days or more, schools may request a doctor’s note to confirm the absence.

I **understand** that if leave of absence is not agreed it will be treated as unauthorised and may lead to the issue of a penalty notice for £60 per parent per child, which increases to £120 per parent per child if not paid within 14 days. I am also aware that non-payment of a penalty notice may result in a court appearance for irregular school attendance.

We hope that parents will understand that schools are bound by government legislation and make every effort to comply with the attendance regulations.

Following a period of absence students are expected to catch up on any work missed. The Progress Team for the relevant year groups will monitor this but it is incumbent on the student to make sure all work is caught up.

Having read these notes, if you still wish to apply for a leave of absence for your child during term time, please sign this page and complete and sign the application attached. This form should be returned to school as far in advance of the proposed absence as possible (where possible 4 weeks minimum).

Parent/Carer signature: PRINT NAME..... DATE.....



APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

(All sections are mandatory)

Surname of child		First Name	
Date of birth		Year Group/House	
Surname of Parent / Carer		First name of Parent/Carer	
Address of child			
Postcode		Telephone number	
Information about the leave of absence	My reason for absence in term time is exceptional because ...		
	Would s(he) miss any national tests or examinations?		Yes No
	Is her/his attendance already below 95% of a previously agreed target?		Yes No
	Is the requested absence during the month of September?		Yes No
	Has (s)he already been absent for more than 10 days?		Yes No
	Has (s)he already had leave during term time this year?		Yes No
	Did (s)he have a leave of absence last year?		Yes No
	If your child has had absence during term time approved during this school year please state the number of days previously agreed		_____ Days
	Does your child have any siblings for which you are requesting absence in term time in other schools?		Yes No
Current attendance % at time of applying from: (visit eportal)			
Length of absence (School Days):		From (Date):	To (Date):



John Spendluffe Technology College

REQUEST FOR ABSENCE IN TERM TIME

Parents may request absence in term time in exceptional circumstances only

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Reason for the planned absence request in exceptional circumstances + any additional info	
Medical Appointment of 1 day or more absence only.	
Religious/Faith Observance	
Bereavement /Compassionate	
Family Wedding/Civil Partnership Date and location of ceremony. Child's relationship to participants.	
Family Crisis	
Examinations off-site	
Educational Opportunity/Sporting	
Attendance required by other public organisation including a school University Visits & Work Placements	
Family Relocation visit	
Other exceptional reason for absence	
I will ensure my son/daughter's progress will remain unaffected by the above:	
Parent/Carer Signature:	Date:
<i>Absence approved /denied (office use only):</i>	

For office use only

Number of school days authorised absence	
Dates of authorised absence	
Number of school days unauthorised absence	
Dates of unauthorised absence	
Signed	Date
Print Name	Position

School Authorisation Section

Parents should retain their copy of the authorisation in case they are required to prove their child has authorised absence during term time.

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING
AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE

Where possible sheets must be fully completed for consideration