



St Martin's C of E Schools

Leave of Absence Request during Term Time Guide for Parents

Attached to this guide is an application form for you to request permission for your child(ren) to be absent from school during term time. **Before completing the application form, please read the notes carefully.**

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days. Pupils are expected to attend 100% of the time unless the absence is authorised by the Attendance Officer or Heads of Schools.

Absences in term time will affect your child's schooling. There is a clear link between regular attendance and achievement. As attendance deteriorates, so will performance and achievement.

The Attendance Officer or Head of school will consider the reasons for the request carefully and will notify you of the decision.

1. Please be aware that the Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.
2. Wherever possible, you should take your holidays during school holidays.
3. If your application for leave is refused and you still take your child(ren) out of school, the absence will be treated as unauthorised.
4. All absences from school during term time are reported to the Inclusion Officer and also appear on your child(ren)'s report. Please note that a 1 day absence is equal to 2 sessions per day.
5. Please see our Attendance Policy re. penalty notices.

Having read these notes, if you still wish to apply for a Leave of Absence for your child(ren) then please complete the form attached. This form will only be accepted when completed in full, detailing the reasons for Leave of Absence. The form should be returned to the Attendance Officer, via the School Office.

Requests for Leave of Absence must be made at least 2 weeks in advance prior to the requested leave date.

For further information, please refer to our Attendance Policy available on our school website.

