

Oldbury Wells School

Request for Pupil Leave of Absence in Term Time in Exceptional Circumstances

If, after reading the letter on the reverse, you consider exceptional circumstances necessitate you requesting a leave of absence during term time, please complete this form and return to school at least 14 days (where possible) before the date you wish to remove your child from school.

Full name of child(ren)

Form

Address

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Please give full and explicit reasons for your application including a start and end date. Copies of supporting documentation should be attached if applicable, for example, a letter inviting your child to take part in a special event.

If you also have a child at another school, please tell us which one:

First date of absence Date return to school

Parent's forename Parent's surname

Parent's forename Parent's surname

Signature of parent(s)/carer(s) Date:

Please note that we are required to notify parents / carers of the following as a regulated 'warning':

"If this requested period of absence has not been authorised, details will be passed to Shropshire Council's Education Access Service. The Council may, in the following circumstances, issue a formal Warning, serve a Fixed Penalty Notice or take court action in respect of non-school attendance for this and any future unauthorised absence:

- *Parents have not sought permission from the Headteacher before taking their child out of school for a holiday in term time.*
- *The Headteacher has refused the request but the absence occurs anyway, or*
- *A pupil has not returned to school by the agreed date with no satisfactory explanation."*

Further...

"Our school conforms with data protection regulations, which means any data provided is processed and kept according to these regulations. Please see our full privacy notice which can be found at www.oldburywells.com. A paper copy can be provided at request."



Dear Parents / Carers

From September 2013 there was a change in the School Attendance Regulations. There is no longer an automatic right to take your child out of school during term time. Headteachers are now only allowed to authorise any leave of absence when an application has been made in advance by the parent / carer with whom the child is normally resident and it is felt to be for an *exceptional circumstance*. The annual family holiday would not be deemed an exceptional circumstance.

Applications will be looked at individually on merit and, in the case of an event that has to be booked, the request needs to be made prior to the booking. Factors taken into consideration by the Headteacher as to whether authorisation can be given will include:

- If it is necessary for the child to be in attendance at the event.
- If it is highly unlikely that the event will occur again in a child's school life.
- If the event cannot be organised outside of the school term.
- If the event is necessary to the health and wellbeing of the child.
- If taking part in the event will be of greater value to the child than attending school.
- If the child will not be disadvantaged by not being in school for the period of the event.
- The child's previous attendance history.
- The age of the child and their stage of education.
- The time of year (beginning of academic year, exam times etc).

If you consider that your request falls into this category, you will need to complete the form on the reverse of this letter. A response will be sent to you as soon as possible. If the absence requested is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised and Shropshire Council's Education Access Service will be informed. In this instance the Council *may serve a Fixed Penalty Notice*.

There will always be exceptions, particularly where a child or family have been through a difficult or distressing time, please contact me directly in such a case.

Leave of absence taken during the school term is extremely disruptive for both pupils and teaching staff and we strongly recommend that it should be avoided. Children returning from any absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work and this poses a potential risk of the under achievement of other students in the class.

I hope you will support our efforts to raise attendance and attainment at our school.

Headteacher

Headteacher
Mrs Sarah Godden BA MEd
E head@oldburywells.com

Oldbury Wells School
Bridgnorth, Shropshire WV16 5JD
T 01746 765454 F 01746 760502
W www.oldburywells.com
E admin@oldburywells.com