



**REQUEST: ABSENCE FROM SCHOOL DURING TERM TIME**  
**PLEASE REMEMBER**

Wessex Learning Trust Headteachers will not grant any absence unless they are content that there are exceptional circumstances that warrant leave for a child. It is for the Headteacher to determine what constitutes exceptional circumstances, not the parent/carer.

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

I would like to request leave of absence for my child.

School Name:			
Child's Name:		Class/Tutor Group:	
Child's main home address:			
Dates			
From		to	
This leave of absence must be in term time because:			

Details of siblings of school age within the Wessex Learning Trust (forms must be completed for each child)

Child's Name:		School Attended	
Child's Name:		School Attended	
Child's Name:		School Attended	

Where possible, both parent/carer details should be completed in full

Parent/Carer 1: <i>(Details to be used if legal action becomes necessary)</i>			
Full Name:			
Relationship to child			
Address (if different to child's main address)			
Date of Birth		Signed	

Parent/Carer 2: <i>(Details to be used if legal action becomes necessary)</i>			
Full Name:			
Relationship to child			
Address			

(if different to child's main address)			
Date of Birth		Signed	
Date of form completion			

**This form must be completed and returned to the school no less than 3 weeks before the planned absence.**

## PRIOR TO APPLYING FOR TERM TIME ABSENCE PLEASE READ THIS IMPORTANT INFORMATION

The full Trust Attendance Policy followed by each school can be accessed via each school website.

1. Parents/carers have a legal duty to ensure that their children, if they are of compulsory school age, receive a suitable full-time education through regular attendance at school or otherwise (e.g. elective home education) (Section 7 Education Act 1996).
2. If a child of compulsory school age fails to attend regularly at the school they are registered at, the parent/carer will be guilty of an offence (Section 444(1) Education Act 1996).
3. School attendance is vital for educational progress and all Wessex Learning Trust Schools strongly discourage term-time absence.
4. There is **no entitlement** to have leave of absence during term time and CE/Headteacher/or other authorised person, are unable to authorise absence unless it is **evidenced** that the request constitutes an **exceptional circumstance** in line with The Education (Pupil Registration) (England) Regulations 2006 & subsequent amendments.
5. **A Parent/Carer is defined** under Section 576 of the Education Act 1996 as: the natural parent of a child, whether they are married or not; anyone who although not a natural parent, has parental responsibility for a child; any person who has care of a child or young person i.e. lives with and looks after the child (e.g. partner, step-parent, sibling over the age of 18 or grandparent).
6. Department of Education (DfE) Guidance states good attendance should be promoted, and absence should be challenged and addressed early to ensure every pupil has access to full-time education to which they are entitled.
7. **Penalty Notices can be issued for 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).**
8. All requests for leave will be considered on an individual basis and **must be received in advance** - (we ask for at **least 3 weeks advance notice** of any absence where possible, to allow for administering the request). **Details of other school age siblings and where they attend school should be provided, as we are required to liaise with schools where siblings are on-roll.**
9. **If a request is refused the absence will be recorded as unauthorised.** All unauthorised absence will carry a warning that legal action may be taken.
10. If the period of absence requested is **authorised**, the requested dates **must** be adhered to. Failure to travel and return on the requested dates, will cause additional absences to be recorded as unauthorised and may lead to a legal sanction being imposed.
11. If absence is **not requested in advance** and it is suspected that absence from school is due to unauthorised reasons e.g. holiday or unexplained absence, you will be required to provide evidence to prove the absence was for legitimate authorised and exceptional reasons. Failure to do so may result in a penalty notice being issued.
12. Your child may also be registered as a 'Child Missing Education' with the Local Authority and their place at the School may be at risk if they have unauthorised absence for 20 days or more and we cannot establish your child is definitely returning.

*\*Schools will issue penalty notices separately to **each** parent, and for **each** child. For example, a family with two parents and two children taking unauthorised absence would receive the following penalties:*

**Parent 1 = 1 penalty for child A plus 1 penalty for child B = 2 penalties**

**Parent 2 = 1 penalty for child A plus 1 penalty for child B = 2 penalties**

**Total payable by the family = 4 penalties**