

ASKAM VILLAGE SCHOOL

LOTS ROAD
ASKAM IN FURNESS
CUMBRIA LA16 7DA

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Office Tel and Fax: 01229 462814

Headteacher: Mrs F. Newton

Chairman of Governors: Mr D. Graham



APPLICATION FOR PUPIL LEAVE OF ABSENCE IN TERM TIME

From September 2013 Headteachers may not grant leave of absence in term time except in exceptional circumstances. The most recent advice from County states:

*"In considering a request, the school will take into account the child's age, the time of year of the absence and the nature of the visit. The Headteacher will also consider the child's stage of education and progress and the child's overall attendance record. Headteachers will not authorise absence unless they believe your circumstances are exceptional. Case law identifies that **any** holiday or event that can be arranged during school holiday periods should not be authorised during the school term."*

I do have concerns, as do other Headteachers, that families may feel they cannot share with schools that they plan to take time off during term time. This could mean that children will not be able to share any experiences they may have had and it could even encourage them to lie about their absence. This is not a situation I would want any of our families or children to be in. Not sharing planned absence from school could also lead to safeguarding issues; if families have not informed school that they are taking a break and school cannot contact them for an explanation of absence school may need to take steps to ensure the children and family are safe and well.

I ask that if you are intending to take time out of school during term time please collect from the office a 'Leave of Absence' form (attached). School will then know that parents are planning to take leave and will allow us to record the unauthorised leave in our registers. School will still acknowledge receipt of the request even though we are unable to authorise the leave. This will remove any of the issues described above.

It is important to me that we keep an open and honest relationship and I feel the steps above will allow us to maintain the good relationships we currently enjoy. Working together is the right thing to do for our children.

Thank you for your support with this.

Each request will be looked at individually. Listed below are the factors considered when looking at each request.
Child's previous attendance history - If your child has a poor attendance history for any reason it is unlikely that any request will be authorised.

Stage of education - The impact on a child's education of absences for holidays will vary according their age, their class year, their ability and the curriculum being delivered during the planned absence. All of this will be considered when scrutinising each request.

Time of the year - The main factor here is SATs and other assessments your child may be required to take. It is unlikely that authorisation will be granted if the absence dates coincide with any assessments/tests and the work the child needs to cover prior to these assessments.

Family circumstances - This relates to circumstances where parents are unable to take term time holidays because of the nature of their employment. However this should not be a yearly occurrence. Each request will be considered individually.

Please also state if you believe the circumstances are exceptional.

Holiday Form

Copy Returned to Parent

Marked in Register

ASKAM VILLAGE SCHOOL

APPLICATION FOR PUPIL LEAVE OF ABSENCE DURING TERM TIME

Full name of child[ren]

Address

Dates

Number of days absent from school [Monday-Friday]

If this application is granted I agree to ensure that the above named child[ren] complete any learning activities given by their class teacher.

Signature of parent/carer

Date of application

Reasons why you are unable to take this absence during school holidays/why you believe there are exceptional circumstances

Please refer to the information enclosed with this form

Office use only

Application seen by:

Outcome reached:

Date: