

Dear Parent

Request for leave of absence in term time

The law does not grant parents an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will still miss out on the teaching that their peers will receive during your holiday. Students returning from a term time absence are also unprepared for the lessons which build on the teaching they have missed. This gap in learning often has a long term detrimental impact on a student's attainment.

The Department for Education allows a principal the discretion to consider authorising leave in term time, but only in "exceptional circumstances". If you consider that your request for leave is exceptional you will need to complete the form on the reverse of this notification. A response will be sent to you as soon as possible. If the leave is not considered to be an exceptional circumstance, and you nevertheless take your child out of school for the period, the absence will be recorded as unauthorised.

In the case of an unauthorised holiday the Educational Welfare Service will be notified of the holiday taken and they may take further action.

All leave requests must be completed on the attached form. Ideally this should be returned to the school at least 14 days before the start of the leave.

In considering the decision whether to authorise the leave the following will be taken into account:-

- reasons given for the leave;
- the time of the year/term;
- whether your child will miss any preparation for tests/examinations;
- whether your child will miss any tests/examinations;
- your child's current attendance record;
- your child's current academic progress/attainment;
- any previous requests for exceptional leave.

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

Yours sincerely



R Scaife
Assistant Principal

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

If you consider you must take leave in term time, and that you have exceptional circumstances, please complete this form and return to the school at least **14 days** before the date you wish to remove your child from school.

Student's Name: _____ Tutor Group: _____

Home Address: _____

Absence begins on: _____ Absence ends on: _____

Date of return to school: _____

Total number of days missed: _____

Reasons for absence: _____

I understand that if the absence request is unauthorised the Attendance Support Team at the London Borough of Hillingdon will be notified of the leave taken and that they may take further action.

Name of Parent/Carer making application: _____

Signed: _____ Dated: _____

(Please ensure you are giving at least 14 days' notice of the proposed absence)

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FOR OFFICE USE ONLY

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|--|--|
| <input type="checkbox"/> Calendar check | <input type="checkbox"/> Current attendance % ____ |
| <input type="checkbox"/> Previous application (Yes / No) | <input type="checkbox"/> Previous year's attendance % ____ |
| <input type="checkbox"/> SG approval (Yes / No) | 5 days or less (Yes / No) (__ Days) |

Signed: _____ Dated: _____
Education Welfare Officer