



## GUIDANCE NOTES FOR PARENTS

### PLEASE READ CAREFULLY BEFORE MAKING YOUR REQUEST

- The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the school. There is no automatic right to any leave in term time. The Department for Education (DfE) and Worcestershire County Council (WCC) policy is that family holidays should not be taken in school term time. Where such requests are made, for the leave to be granted, the Headteacher should decide if there are exceptional circumstances.
- Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave of absence the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school will take account of:
  - the exceptional circumstances provided.
  - the age of the child.
  - the stage of the child's education and progress, and the effects of the requested absence on both elements.
  - the overall attendance pattern of the child.
  - the nature of the trip.
  - students/pupils on examination courses or due to take SATS will not normally be granted leave of absence.
- Where parents have children in more than one school a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made.
- Where requests for a grant of leave of absence are received from only one parent the response letter – agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all 'parents' are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent will receive a penalty notice.
- Should the School decide not to grant leave of absence and parents still take their child out of school the absence will be recorded as unauthorised which may be subject to a Holiday Penalty Notice fine of £60 per parent per child. If not paid within 21 days this fine increases to £120 per parent per child. Failure to pay the £120 fine within the 21-day period may lead to Court proceedings.

## PITMASTON PRIMARY SCHOOL REQUEST FOR LEAVE DURING TERM TIME:

**PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL OFFICE. WHEN YOUR CASE HAS BEEN REVIEWED A MEMBER OF STAFF WILL BE IN TOUCH TO DISCUSS THE DECISION WITH YOU.**

I seek permission for a leave of absence during term time for:

Child's full name.....

Class: .....Age of child at time of holiday: .....

From (date) ..... To (date) .....

Total number of school days: .....

The **exceptional circumstances** and reason for this request are:

.....  
.....  
.....  
.....  
.....

Please tick as appropriate:

- I do not have (an)other child(ren) at (an)other school(s)
- I do have (an)other child(ren) at (an)other school(s)  and their details are as follows:

Child(ren) (full name(s) ) .....

School(s) attended .....

Signature of 1st Parent/Carer(s).....

Print Name.....

Signature of 2nd Parent/Carer(s) .....

Print Name.....

Date:

**FOR OFFICE USE:**

Child's full name.....

Class: .....

Current Attendance.....% Last Year's Attendance.....%

Number of school sessions already missed this academic year.....

Number of school days requested

Number of days **APPROVED**

Number of days **NOT APPROVED**

Code to be used:

Signed by DHT..... Date.....

Signed by HT..... Date.....

**ALL PARENTS TO RECEIVE A COPY OF RESPONSE LETTER AND SLT/FSW TO PROVIDE VERBAL FEEDBACK TO PARENT MAKING THE REQUEST:**

Response letter sent to all parents/carers: Y / N Date.....

Verbal feedback provided: Y / N Date.....

Notes:



Mrs K L Wilcock  
Headteacher



**Pitmaston Primary School**

Malvern Road  
Worcester  
WR2 4ZF

Tel: 01905 423710

Fax: 01905 429407

Email: [office@pitmaston.worcs.sch.uk](mailto:office@pitmaston.worcs.sch.uk)

Website: [www.pitmaston.co.uk](http://www.pitmaston.co.uk)

**LEAVE OF ABSENCE REQUEST FORM**

Dear Parents,

At Pitmaston Primary School we believe that promoting positive school attendance is everyone's responsibility. Absence during term time is disruptive to a child's education and has a detrimental impact on their educational and social achievement. However, we understand that occasionally there might be exceptional circumstances where you need to take your child out of school during term-time.

We will consider every leave of absence request on an individual basis, so please ensure you complete the request form with as much detail as possible. We will take into account your child's current attendance percentage, their attendance from last year, any previous requests for absence during term time, and whether absence on the days requested would result in them missing any particularly important tests.

Please use this form to seek permission to take your child out of school during term time. **Government regulations mean that unless applied for in advance, any leave of absence must be automatically recorded as unauthorised.** Leave of absence will only be granted in exceptional circumstances, at the discretion of the Headteacher.

A letter will be sent to you after consideration showing whether the leave has been approved or not approved. If you decide to take your child out of school when a request has not been approved the absence will be marked as unauthorised on the register and you risk a referral to Worcestershire County Council, who may issue a penalty notice fine of up to £120.

Yours sincerely,

*K. Wilcock*

Mrs K. Wilcock  
Headteacher

