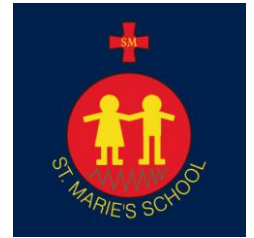


St Marie's School, A Catholic Voluntary Academy

Headteacher: Mr J Fernandes



**ABSENCE REQUEST FORM
(INCLUDING HOLIDAYS DURING TERM TIME)**

NOTE TO PARENTS/CARERS

The law does not grant parents an automatic right to take their child out of school during term time. If the request is for term time leave you must apply for permission in advance and the request for leave must come from a parent with whom the child normally lives.

When deciding whether to allow term time leave, for any reason, the School will consider:

- The time and duration of the leave
- Your child's record of attendance
- Learning that will be missed
- Whether **Exceptional** Circumstances Exist

WARNING: If the School refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and this may make you liable to a £60/£120 fine.

I wish to apply for:

ATTENDANCE
Present/Authorised/Unauthorised

Name[S] of child[ren]: Class:
 Class:
 Class:

To be authorised as being absent from school from to inclusive

REASON FOR REQUEST FOR ABSENCE DURING TERM TIME (please state the Exceptional circumstances):

.....

.....

.....

.....

Signature of Parent/Carer: Date:

FOR SCHOOL USE:

- AUTHORISED** The School agrees to your child being absent from school on the specified dates.
- ABSENCE DATES** / / to / / .
- UNAUTHORISED** The school does not authorise your request for leave in term time for the following reasons:

NB If a holiday is taken without it being authorised the School is required to report the absence to the LEA who may issue a £60 Penalty Notice*, per parent.

Signed: Headteacher Date:

Entered on Sims:

Mission Statement: Each pupil has a divine beginning and an eternal destiny:- We help her/him on that journey

St Marie's School Trust is an exempt charity and a company limited by guarantee, registered in England. Company Number 8181858.
 Registered office at St Marie's School, Fulwood Road, Sheffield S10 3DQ



HOLIDAYS IN TERM-TIME

IMPORTANT: Please read carefully the information below.

WARNING: If you take your child on holiday in term time without the prior approval of the school, you may be liable for a Fixed Penalty Notice* per parent. If a Fixed Penalty Notice is issued, parents must pay £60 within 21 days, or £120 within 28 days. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court, on the grounds that you have failed to secure your child's regular attendance at school.

As a parent/carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays.

THE FACTS	THE LEGISLATION
<p>We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term-time leave for their child. However, it is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>Research suggests that children who are taken out of school may never catch up on the course work they have missed. This may affect test results and can be particularly harmful if the child is studying for SATs. Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates.</p> <p>Any absence in term time destroys the continuity of your child's education and may reduce chances of success.</p> <p>Parents are expected to take their holidays when schools are closed.</p> <p>If there is a reason why this is not possible, please contact your child's school and speak to the Headteacher.</p> <p>If you take your child out of school in term time without their Head Teacher's authorisation, you may be issued with a FIXED PENALTY NOTICE (a fine) see above.</p>	<p>The message of the legislation is that it is very important that every child attends school for as many days of the school year as possible. It is the responsibility of parents to ensure that their child does not take unnecessary time off school.</p> <p>Inform school staff when your child will be absent from school and give the reason. If there are exceptional circumstances where you feel there is no alternative than to take your child out of school in term time, you should complete an application form which is available from school, at least 4 weeks before the proposed start date of the leave. The Headteacher will decide whether this can be authorised. Booking a holiday first is not an acceptable reason for authorisation.</p> <p>If a child then stays away from school for more than the authorised period this may be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>The education (pupil registration) (England) (amendment) regulations 2013, states that leave of absence during term time will not be authorised unless 'exceptional circumstances' exist. Holiday prices, and the fact that the parent has booked a holiday before checking with the school, are not exceptional circumstances.</p>

Other absence from school will be authorised if it is for the following reasons:

- Genuine Illness.
- Unavoidable medical/dental appointments (but try to make these after school if at all possible)
- Days of religious observance.
- Exceptional circumstances, at Headteachers discretion.
- External examinations.
- When Traveller children go on the road with their parents.

Other absence from School will not be authorised:

- For any type of Shopping.
- Looking after brothers, sisters or unwell parents.
- Minding the house.
- Birthdays.
- Resting after a late night.
- Relatives visiting or visiting relatives.
- Because Holidays are cheaper at that time.

Please contact Mr Fernandes if you wish to discuss this issue.

The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time.

*Penalty Notice £60 within 21 days, or £120 within 28 days.

Revised June 2014