

Royal Borough of Kingston Upon Thames							
Request for leave of absence in exceptional circumstances during Term Time							
Name of School: St Andrew's and St Mark's							
Parents/carers, you do not have the right to take your child out of school during term time. By law you must ask permission for your child to miss school. Good attendance leads to improved outcomes for your child (please see the attendance presentation on this website).							
If you would like to apply for permission for your child to have leave for exceptional circumstances from school you must complete this form and return it to school for authorisation at least 10 days in advance of the proposed absence.							
PARENTS SECTION (to be completed first)							
Surname of child		First Name					
Date of Birth		Class					
Surname of parent/carer		First name					
Address of child							
Postcode		Telephone number					
Information about the request for your child's leave of absence	Reason for the absence in term time						
	Would (s)he miss any national or school tests?					Yes	No
	Is her/his attendance already below 96%?					Yes	No
	Is the requested absence during the month of September?					Yes	No
	Would (s)he be absent for more than 10 school days?					Yes	No
	Has (s)he already had leave during term time this year?					Yes	No
	Does your child have siblings for whom you are requesting absence in other schools?					Yes	No
	If you have answered yes to the previous question, please state which schools your other child(ren) attend						
Length of absence (school days)		From (date)		To (date)			
Parent/Carer Signature							
For school use only – The cost, convenience or availability of a holiday must not be taken into consideration							
Does the absence occur during a period of national tests?					Yes	No	
Is the child's attendance below 96% or an individually agreed target?					Yes	No	
Does the absence requested occur in September?					Yes	No	
If this request is approved will the child's absence exceed 10 days in this school year?					Yes	No	
Has the child had 2 days absence this year for religious observance?					Yes	No	
Does the child have siblings in another school for whom leave has been requested?		Yes	No	Other school contacted?		Yes	No
Signed:				ABSENCE APPROVED		Yes	No

Rationale

- Children must attend school regularly to achieve their potential
- Children who miss out on school can feel vulnerable and left behind
- Absence in term time is very disruptive and can seriously affect your child's and others' education
- Unauthorised absence can lead to prosecution

The Law

By law, you must ask permission for your child to miss school. When a school doesn't give permission, absence is unauthorised and counted as truancy.

Our Policy

Parents **do not** have the right to remove their child from school in term time. The headteacher will decide whether or not an absence should be authorised. Headteachers will only authorise absence in term time when there are exceptional reasons for a child to miss school.

Absence in term time will not be authorised under the following circumstances:

- During national or school tests
- When a child's attendance is below 96%
- During the month of September
- For more than 10 days during term time in any school year

Absence in term time will only be authorised if parents or carers make a request to the school, at least two weeks in advance, on the appropriate form and can show that there are exceptional reasons why the absence has to be in term time. **The cost, convenience or availability of a particular holiday will not be taken into consideration.**

If an absence has not been authorised by the headteacher and parents or carers remove their child from school, the absence will be recorded as unauthorised in the class register.