



Gravenhurst Academy

Application for Leave of Absence for a school pupil during term time.

Important information for parents/carers

- There is no automatic right to absence for a family holiday. Authorisation will depend on current attendance record and other criteria set out in the school's "Attendance Policy" see overleaf for further details.
- Request for leave should be submitted to the school no less than 6 weeks prior to the start of the holiday
- Authorisation during SATs and in the first term of any new school placement is not likely to be granted
- Any requests for extended leave, i.e. more than 10 days in any academic year, will result in an interview with the Head Teacher. Only in exceptional circumstances will such leave be authorised.

I wish to apply for leave of absence from school to be granted to:

Name of child Class

Date of proposed absence: from To

Reason for proposed absence

Total days in this application

Total days taken previously this academic year

Signature of Parent/Carer Date

Print Name.....

For school use

Timetable checked?

Interview offered to parent/carers

Previous holiday checked?

Class teacher consulted

Authorised/ Unauthorised

forDays from to

Reason given (if appropriate)

Signed Principal Date.....

HOLIDAY REQUESTS

It is vital to the academic progress of all pupils that they attend school regularly in order that they can participate in the educational opportunities available to them. Research shows that high absence rates go hand in hand with poor examination results. Irregular attendance undermines the educational process, since not only does a pupil miss out on valuable teaching but they are less prepared for lessons when they return.

There is will no automatic entitlement for pupils to be absent for holidays during term time. You must provide additional information outlining why the holiday must be taken during term time, this application will then be considered carefully and only in exceptional circumstances* will it be authorised. Should your application not be authorised and the holiday is taken, then the Education Welfare Service may issue a fixed penalty warning. Any subsequent unauthorised holidays taken whilst your child is at school could then trigger the fixed penalty being issued.

The Education (Pupil Registration) (England) Regulations 2006 expect schools not to authorise holidays because of:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with the beginning or end of term.

Any application for holiday must be made 6 weeks in advance, and **only by the parent with whom the child normally resides**.

* Exceptional circumstances are defined as:

- For service personnel and other employees prevented from taking holidays outside term time
- If the holiday will have minimal disruption to the pupil's education and when the family needs to spend more time together to support each other after a 'crisis'.

Please support us by avoiding holidays during school time.