

Seacroft Manston Family of School Leaders
APPLICATION FOR EXCEPTIONAL LEAVE IN TERM TIME



Name of School		DfE Number	
<p>Parents, 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. If you fail to gain the school's permission you risk receiving a fixed penalty fine. The fine of up to £120 applies to each child for which permission has been refused. All schools in the Seacroft Manston Family of School Leaders have agreed to follow a common policy on absence during term time. Good attendance leads to improved outcomes for your child.</p> <p>If you would like to apply for permission for your child to be absent from school you must complete this form and return it to the school for authorisation at least 10 school days in advance of the proposed leave.</p>			
PARENTS' SECTION			
Surname of child		First Name	
Date of Birth		Year Group	
Surname of parent/carer		First Name	
Address of child			
Postcode		Telephone Number	
<p>Parents must seek approval to withdraw their child from school in term-time. Please state the exceptional circumstances that require you to apply to take your child out of school during term time instead of making arrangements for the proposed activity to take place during the school holidays. The cost, convenience or availability of a particular holiday will not be taken into consideration.</p>			
Information about the request for your child's leave of absence	Reason for absence in term time		
	Would (s)he miss any national tests or examinations?	Yes	No
	Is her/his attendance already below 90% or a previously agreed individual target?	Yes	No
	Is the requested absence during the month of September?	Yes	No
	Would (s)he be absent for more than ten school days?	Yes	No
	Has (s)he already had leave during term time this year?	Yes	No
	If your child has had absence during term time approved during this school year please state the number of days previously agreed.	days	
	Does your child have any siblings for which you are requesting absence in term time 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)	
Emergency telephone contact in the Leeds district			
Parent/Carer signature			
For school use only – The cost, convenience or availability of a holiday must not be taken into consideration			
Does the absence requested occur in September?		Yes	No
Does the absence occur during a period of national tests or exams?		Yes	No
Is the child's attendance below 90% or an individually agreed target?		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
Has the child got siblings in another school for which an absence has been requested?		Yes	No
Signed		ABSENCE APPROVED	

Beechwood Primary
 Grange Farm Primary
 Manston Primary
 Parklands Primary
 Swarcliffe Primary

Cross Gates Primary
 Grimes Dyke Primary
 Manston St. James Primary
 White Laith Primary
 St. Theresa's Catholic Primary

Fieldhead Carr Primary
 Whinmoor St. Paul's Primary
 Our Lady's Catholic Primary
 Seacroft Grange Primary

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Seacroft Manston Family of School leaders have an agreed policy about giving permission for requested exceptional absence from school.

This agreement is part of our drive to maximise attendance by reducing absence during term time. Absence from school has a detrimental effect on pupil's progress and attainment. Every school is required to monitor and support pupils to maintain maximum school attendance.

The Law

By law, you must ask permission for your child to miss school. If you don't, you risk a penalty notice which is up to £120.

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 children from school for a holiday. The Head Teacher will decide whether or not exceptional leave will be granted and the absence should be authorised.

Exceptional leave in term-time will only be authorised if parents or carers make a request to the school on the appropriate form, giving reasons why exceptional leave is being requested during term time i.e. a bereavement of a close relative or a family wedding.

It is unlikely that exceptional leave requests will be authorised under the following circumstances.

- **During national or school tests or examinations;**
- **When a pupil's attendance has been below 90%, or lower than their previously agreed individual target;**
- **During the month of September and when added to an established holiday;**
- **A Head Teacher cannot authorise more than 10 days exceptional leave during term-time in any school year.**

Exceptional leave in term-time will only be authorised if parents or carers make a request to the school 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 exceptional leave has not been authorised by the Head Teacher and parents or carers remove their child from school, their child's absence will be recorded as unauthorised in the class register.

Absence for religious observance may be agreed by the Head Teacher but will not exceed 2 days in any school year.

Where parents or carers repeatedly take their children out of school without permission the school has the option to request a penalty warning from the Local Authority.