



DE LACY  
PONTEFRACT



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ACADEMIES TRUST

## Absence Notification Form

Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

There is **no** automatic entitlement in law to time off in school time to go on holiday. Amendments to the 2006 regulations make clear that the Head of School may not grant any leave of absence during term time unless there are exceptional circumstances.

If pupils are absent and there are no exceptional circumstances this will be marked as an unauthorised absence. Unauthorised absences may result in a fine of £60 per parent (£120) per child.

**Please read the examples of exceptional circumstances on the back of this form before filling in the below details.**

I .....(PRINT NAME) will be taking the following pupils() out of school in term time.

Pupil Name:.....Class/Teacher Name.....

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First date of absence...../...../..... to last date of absence ...../...../.....

Number of school days.....

**Reason for absence:**

Exceptional Circumstances (meets the criteria overleaf) / Holiday / Other **Please Circle One**

Details of Exceptional Circumstance.....

.....

.....

Signed ..... Relationship to Child.....

### **Leave of absence in exceptional circumstance:**

The Head of School may only grant leave of absence for exceptional circumstances. Examples of any exceptional circumstances where leave may be granted during term time are as follows:

- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative, only if Head of School is satisfied that the circumstances are truly exceptional;
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs";
- To attend a wedding or funeral of a close relative if the Head of School is satisfied that the circumstances are truly exceptional; Leave should only be authorised for this purpose when a Head of School is satisfied that there is a persuasive reason for holding the wedding during term time and there WILL be an onus on parents to show clear evidence that this absence is absolutely an exceptional circumstance. In difficult family situations the Head of School may use his/her discretion in granting leave and each case should be addressed on its individual merits, taking into account the overall welfare of the child.

Where there are exceptional and unforeseen circumstances that fall outside of the above, the Head of School agrees to consult with the governing body prior to any authorisation being given to the parent.

Evidence would be required in each case.

If a request meets the above exceptional circumstances but falls within the following times, the Head of School must be convinced that absence from school is the only option:

- 1) The first half term of any academic year (applies to all pupils).
- 2) Year six transition day (for pupils in year six).
- 3) Year six SATs week (for pupils in year six).

### **Examples of circumstances NOT considered as exceptional**

- Holidays taken in term time due to lower cost/parental work commitments.