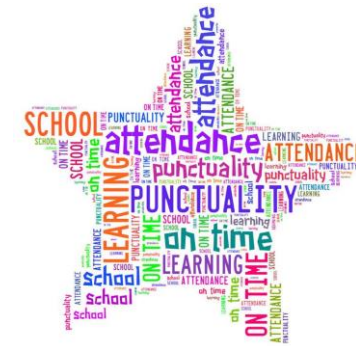


FOR SCHOOL USE ONLY

Date request received	/ /
Child's Name	Class
Has the request been considered by the Headteacher?	Y/N
Has the request been discussed with the parent/carer?	Y/N
Date	
No of school days requested
No of days authorised
No of days unauthorised
Current % attendance
Previous term time absence in school year
Code entered on attendance
Dates Number of days	
Date of decision letter sent to parent/carer:	
If unauthorised leave is taken and this case complies with Penalty Notice Criteria please forward to MAST along with Pupil attendance register.	
Stannington Infant School Stannington Road Sheffield S6 6AN	Headteacher signature Date



**APPLICATION FOR
TERM TIME LEAVE**



Question: What must I do if I want to request term time leave for my child?

Answer: Fill in this form requesting permission from school and return to the school office at least 4 weeks in advance of the first day of the proposed leave of absence.

Question: Why must I ask for the school's permission?

Answer: Parent/carers have a legal duty to ensure that all children of statutory school age receive a full time education. However the school can give discretionary leave of **up to 10 days** in any academic year (Sept - July). This is not automatic, can only be granted in exceptional circumstances and must be applied for in advance. It is important to remember that any absence from school affects a child's educational progress and unnecessary absence should be avoided for that reason.

Question: What are the circumstances in which I can get discretionary leave for my child?

Answer: The school will consider each request on its own merit. Exceptional circumstances may include:

- Inflexible leave allocation on the parents profession/factory or workplace closedown (school will require confirmation from the employer).
- Death or critical illness of close family member.
- Events of religious or cultural significance.

Term time leave would not be deemed appropriate solely on the cost of a holiday.

There are several conditions that apply:

- Your child's attendance percentage should already be over 90%. (for leave of absence requests that occur early in the school year we will use the previous year's average)
- The absence should not be within the first 10 days of your child transferring to a new class in September (this is a major source of educational disruption for a child as they miss all the work on establishing them as a member of the class) **OR** during the first two weeks of the Autumn term (or Spring term for January starters) when children are being settled into school.
- The absence must not fall during National Assessment weeks (the month of May for Y2 children)
- The absence must not exceed the 10 days which may be authorised in one academic year

Question: What if we book a holiday and because of one of the above reasons the school cannot authorise it?

Answer: If parents/carers take their children on holiday during term time for 5 or more consecutive days and this is not authorised by the School, they can be issued with a Fixed Penalty Notice (Holiday Fine) of £60 (if paid in 21 days) or £120 (if paid between 21 and 28 days). Each parent/carer can be issued with a notice, one per parent per family, i.e. one fine per parent/carer per family, regardless of the number of children in the family.

**STANNINGTON INFANTS
APPLICATION FOR TERM TIME LEAVE**

Name of Pupil		Name of parents or carers	
Siblings in this or other schools (Name, dob)		Telephone number	
		Email	
Date of request: From		To	
Why are you requesting leave of absence during term time?			
What steps have you taken to minimise the impact of the leave on your child's learning?			
Where will you be staying during the leave period? Please provide the full address.			
Emergency contact details (UK and Abroad) - name, telephone number and relationship			
UK:			
Abroad:			
<ul style="list-style-type: none"> • I confirm that the information on this form is true • I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date • I am aware that if my child does not return to school by the date provided that he/she may lose their place at this school • I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Head teacher. 			
Signed by parent/carer		Print name and relationship to child	Date

Please complete and return this form to the School Office at least 20 working days before the start of the request for leave.

There are 190 school days per year. Examples of absence as follows:

96.4% attendance	= 183 days in school	7 days absence
94.7% attendance	= 180 days in school	10 days absence
90% attendance	= 171 days in school	19 days absence
80% attendance	= 152 days in school	38 days absence