



Crowstone Preparatory School

Application for Leave of Absence

Please complete this form and return to the School Office for the attention of the Headmaster. Where possible, at least one weeks' notice should be sought for leave of absence applications. If the Headmaster feels unable to grant your request he will notify you accordingly, in good time and with his reason. You will then have the right to appeal to the Headmaster and/or the Senior Management Team.

Please check our guidelines (see over) for conditions which will be taken into account when considering an application for leave. The Headmaster will also consider the following points before authorising Leave of Absence:

- The child(ren)'s prior attendance history.
- The age of the child(ren).
- The child(ren)'s stage of education.
- The time of year (i.e. proximity to SATs & 11+).
- The nature of the absence.
- The number of previous term time absences.

I, being the Parent/Guardian/Carer of:

Full Name of Pupil:

Class:

Request Leave of Absence for my/our child(ren):

From:

To:

Number of days:

Reason for request (please indicate):

Please count only school days, not weekends, bank holidays, school holidays, etc.

- Receiving education off-site.
- Annual Family Holiday.
- Attending Interview.
- Medical/Dental.
- Approved Sporting Activity/Licensed Performance.
- Day of Religious Observance.
- Other Circumstances (please specify):

Signature of Parent/Guardian/Carer:

Print Name:

Date:

Other Circumstances

Request Outcome (Office use only):

Authorised:

Communicated to Parent:

Date: By:

Comment:

Signature (for the School):

Print Name:

Date:

Authorised Days To Date:

Unauthorised Days To Date:

*Total Absent Days To Date:

**all absences for any reason, including illness*

Information for Parents/Guardians/Carers: Children of school-age who are registered at a school must, by law, attend that school regularly. Regular attendance is important, not just because the law requires it, but because it is the best way of ensuring children make the most of the educational opportunities we make available to them. When a child is absent from school he/she misses not only the teaching provided on the days when absent, but is also less prepared for the lessons building on from that missed lesson when they return. There is a consequential risk of underachievement which the Home and the School will wish to avoid. There may be occasions when a child has to miss school, for example if unwell. Any other absences should be kept to an absolute minimum. In particular, parents should avoid taking children out of school during term-time for frivolous reasons, such as to go on holiday, shopping or concerts.

What the Law says: The regulations make it clear that parents do not have any right or entitlement to take a child out of school for the purposes of a term-time holiday. The regulations do state that Head Teachers may, in certain circumstances, grant up to 10 school days leave in a school year for the purposes of an annual family holiday but that parents should not expect such leave to be granted as a right. Indeed, it is likely that in most cases Head Teachers will refuse to authorise absence. The Government's own guidance on the issue of term-time holidays state, "Parents should not normally take pupils on holiday during term-time."

Why Term-Time Holidays Should Be Avoided: The School recognises that parents'/guardians'/carers' circumstances vary enormously, but they are nonetheless required to ensure that children only miss school if it is absolutely unavoidable. The Headmaster will wish to reduce the amount of time lost to learning because an absence during term-time can seriously disrupt his/her continuity of learning. There is a consequential risk of underachievement which both the Home and School will wish to avoid.

Requests for Term-Time Holidays: The School strongly discourages parents from arranging family holidays during term time and will, as a rule not grant leave of absence unless there are exceptional circumstances which would justify it.

What are "Exceptional Circumstances?": It is the sole decision of the Headmaster as to what might constitute exceptional circumstances and each request for term-time absence will be considered on a case by case basis. The Headmaster will not accept as an exceptional circumstance the fact that *a holiday is cheaper during term-time*. As exceptional circumstance is much more likely to be a one-off, unique situation, e.g. A parent, grandparent or other close relative is seriously ill and the holiday proposed is likely to be the last such holiday; or there may have been a significant trauma in the family recently and that an immediate holiday might enable the child(ren) to better deal with the situation; or the holiday might be a unique, one-off, never-to-be-repeated occasion which can only take place at the time requested.

The Headmaster will also look very carefully at the child(ren)'s previous attendance record and should he have concerns, for example should the child(ren)'s average attendance be below 95%, it is highly unlikely that the Headmaster will agree to authorise any further absence.

Family Holidays During Term Time: Parents/Guardians/Carers should be aware that if leave of absence is granted in this instance it will be for the purposes of an annual family holiday—that is a single period of absence which occurs once in an academic year. An annual family holiday is not a series of long weekends or several two or three days breaks. Odd days off are equally as disruptive as extended periods of absence.

Should leave be granted and the child(ren) then remain absent for longer than the agreed period this extra time will be recorded as **unauthorised absence**. Should a child fail to return to school within 10 days of the agreed return date and there is no contact from the parents/guardians/carers we may remove the child(ren)'s name from the School Roll. There is no guarantee that the place would remain unfilled. In these circumstances the parents/guardians/carers would be responsible for ensuring that the child(ren) was(were) registered at and attends another school. Also, in such circumstances the required one term's notice of withdrawal of a pupil would not have been given—please see Terms and Conditions for further information.

Extended Overseas Visits: Occasionally holidays of more than 10 days to visit family overseas may be unavoidable. In such circumstances the Headmaster may recognise the importance and significance of such visits and will ensure that a positive discussion with the parent will take place beforehand.

In these circumstances, the Headmaster and Class Teacher(s) will stress to parents/guardians/carers the likely educational impact upon their child(ren) if extended leave is taken during term-time. They will also explain what work the child(ren) will miss at School, how this may be addressed by the time of their return and how parents/guardians/carers can help the child during the absence. The Headmaster and Class Teacher may also consider giving the child(ren) work to complete while away.

If the School Does Not Grant Leave of Absence: If the School does not agree to grant leave of absence and still the parents/guardians/carers take their child out of school in spite of this then this absence will be counted as an **unauthorised absence**—this is the same as truancy. We are legally required to record, as a specific category, all absences which accrue as a consequence of family holidays which have been taken without authorisation.