**Application for student leave or absence for holidays in term time**

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| Full name of student(s) Form(s)  Parent/Carer Name and Address:  Dates of absence:  Number of days absent from school (Monday – Friday)  If this application is granted I/we agree to ensure that the above named student(s) will request work from their teachers for this period of holiday absence and will return the work to the relevant teachers completed for marking.  Signature of parent/carer  Date of application:  Reasons why you are unable to take holidays during set school holidays (Please see next page)  ***Office use only:***  *Application seen by AHT and comment if applicable:*  *Seen by Headteacher: Outcome reached:*  *Input on SIMS by:* |

**Holidays in term time**

The government has now changed the law which allowed Headteachers to grant holiday absence in term time. We are now required to refuse all such requests although Headteachers may grant a leave of absence in exceptional circumstances. In considering a request, we will take into account the student’s age, the time of year of the absence, and the nature of the visit. We will also consider the student’s stage of education, progress and overall attendance record. We will not authorise absence unless we believe your circumstances are exceptional. Case law identifies that any holiday or event which can be arranged during school holiday periods should not be authorised during the school term. If you believe that your circumstances are exceptional you should complete the form above on the

understanding that completion of the form does not mean that the absence is authorised. We hope to inform you of the outcome of your application within five working days of receipt. Please note that where an application is made after the requested absence it will not be authorised.

You should complete the application form, giving at least **three weeks’ notice**. Listed below are the factors considered when looking at each request.

**Student’s previous attendance history**

If the student has a poor attendance history for any reason it is unlikely that a request will be authorised. If they have previously had holiday absence, particularly within the same academic year, it is unlikely the request will be authorised.

**Stage of education**

The impact of absences for holidays on a student’s education will vary according to their age, year group, their ability and the curriculum being delivered during the planned absence. Clearly, Year 9, 10 and 11 GCSE, AS, A2, BTEC and IB courses are very important. Similarly, students who have learning difficulties or who are behind with their work programme are particularly vulnerable to having their work disrupted by absence. Students will need to request work from their teachers for the period of absence if granted. All of this will be taken into account when considering each request.

**Time of the year**

The main factor here is assessed work, GCSE linear exams, coursework and other assessments the student may be required to take. It is unlikely that authorisation will be granted if the absence dates coincide with any assessments/exams/coursework deadlines or preparatory work for these periods.

**Nature of planned trip**

Factors considered include the length, destination and purpose of the trip and whether it is likely to be a rare event in the student’s life. Repeated requests throughout a student’s school attendance will not be authorised.

**Family circumstances**

This relates to circumstances where parents are unable to take term time holidays because of the nature of their employment. However, this should not be a yearly occurrence. Each request will be considered individually.

**Cost of holidays**

We cannot authorise holidays taken because of lower costs