

REQUEST FOR AUTHORISED ABSENCE / NOTIFICATION OF ABSENCE DURING TERM TIME

Before applying to take a term time absence please consider the following:

Ongoing low attendance is a factor often linked to low levels of academic success and can have a serious impact on opportunities later in life. Children who are absent from school in term time will miss out on important learning opportunities - educational experiences missed cannot be re-captured later. Your child's teacher will not be able to go back over everything your child has missed. Due to the need for teacher/pupil input into many of our learning experiences, it is not always feasible to provide you with work to complete during the absence. As a parent/carer you can demonstrate your commitment to your child's education by, whenever possible, avoiding term time absences. It is important that term time absences do not contribute to developing poor habits of attendance which are hard to undo later on.

For holidays: Please note that **there is not an automatic right to withdraw pupils from school for a holiday** and this form, if it is a request for that purpose, is merely a request for permission. There is a margin of discretion for head teachers to agree to your request and in line with national guidance, your Child(ren)'s absence will be judged on merit and may **not be authorised**. Please see our school policy on attendance (on our school website). You will be notified of the decision shortly. **Please note: WG guidance states that schools cannot authorise holidays retrospectively.**

Should your child accumulate a level of unauthorised absence which brings their attendance below 90% during the year, the Local Authority may (depending on the circumstances) issue a fixed penalty notice or commence formal prosecution for failing to secure regular attendance at school. The full details of the fixed penalty scheme can be found on the City and County of Swansea website.

Section A:

THIS SECTION MUST BE COMPLETED BY THE PARENT/CARER AND THIS APPLICATION FORM FORWARDED TO SCHOOL AS EARLY AS POSSIBLE BEFORE THE ABSENCE – IDEALLY AT LEAST TWO WEEKS BEFORE.

Names of Pupils:

1. Class:.....
2. Class:.....
3. Class:.....

Absence dates: From..... To: Number of days absent:

Holiday address/contact details (for child protection procedures): _____

Is there a sibling(s) from another school who will also be absent for the same reasons. If so, please provide name of the sibling and school attended: _____

My views, reasons and the purpose for requesting a term time absence are (please continue on separate sheet(s) if required)

Signed: Parent/Carer Date:

If the pupil/s do/does not return by the agreed date they are at risk of losing their school place/s and they may be removed from the school register in accordance with the admission guidance Education (Pupil Registration) (Wales) Regulations 2010 section 4 which states 'the pupils has ceased to attend the school and no longer resides within a reasonable distance from the school'. Please note that we cannot guarantee that a place will be available for your child in the school of your choice on your return but you will be offered a place at the nearest school with room available in the year group. Failure to return on the agreed date may also prompt welfare concerns; a child who goes missing from education may be considered to be at risk of significant harm. Any such concerns will immediately be referred to the statutory authorities for consideration.

Date: _____ Received by school: _____

Signed: _____

Please return to the School Office.

FOR OFFICE USE ONLY

Exercise of Discretion Form – Request for Term Time Holiday

Name of Pupil(s) Dates

Relevant Consideration	Yes	No
Does the request for a term time holiday bring the total days for this purpose to over 10 days for the course of the academic year? If so, consider if there are 'exceptional circumstances'. Note, the test of exceptional circumstances is only applicable to holidays of 10 + days for the year. Holidays under 10 days should consider the remaining factors below.		
Does the age of the child have a specific bearing on the exercise of your discretion?		
Does the timing of the proposed trip have any bearing on the exercise of your discretion?		
Is the overall attendance pattern of the pupil a concern when considering authorising a term time holiday?		
Does the child's stage of education have any bearing in relation to the exercise of your discretion?		
Does the pupil's progress have any bearing in relation to the exercise of your discretion?		
Is the pupil studying at Key Stage 4 and is the holiday at a crucial time?		
The factors above are a non-exhaustive list of considerations. Are there any other factors or issues you feel are relevant to the exercise of your discretion? If so please detail below.		

Answers of Yes to any or all of the above questions should not automatically result in a refusal of a term time absence but should lead the head teacher to strongly question and scrutinise whether it would be appropriate to grant the absence as authorised when balanced against parental views and reasons behind the absence.

Before utilising your discretion make sure you consider the circumstances of the family, the purpose of the holiday and the wishes of parents.

I have utilised my discretion and will authorise the absence in full. _____

I have utilised my discretion and will authorise the following dates of absence only: _____

I have considered my discretion and will not authorise the absence due to the issues highlighted above _____

Signed: Dated: