

KEA COMMUNITY PRIMARY SCHOOL



Request for a child to be absent during term time

(please read the notes on the back of this form before you fill it in,)

Section A:

Child's name:	Class:
First day of absence:	
Last day of absence:	
Total number of days absent from school:	
Why are you requesting taking your child out of school during term time? Please include any information you would like us to consider.	

Section B:

I have read the attached notes. The information I have given on this form is correct:

Signature of parent or carer: _____ Date: _____

Section C: *(for school use only)*

☐ Request not approved for the following reason:

--

☐ Request approved due to the following exceptional circumstances:

--

Headteacher's signature: _____

Date: _____

KEA COMMUNITY PRIMARY SCHOOL



Notes on applying for a child to be absent during term time

Your legal responsibilities

You have a legal duty to make sure your child attends school regularly and punctually. Schools have a duty to ensure that children attend school. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

If your child is out of school for no valid reason, or on unauthorised absence, we have to refer the matter to the Education Welfare Service who may decide to prosecute.

Absence for a family holiday

Family holidays are expected to be taken outside school terms. Cornwall Council publishes the dates of school terms well ahead; this is to help you plan your holidays.

A copy of the term dates for the current and following academic year are available from the school office. When you book your holiday please check that it does not clash with the school term.

Applying for absence

If you have to request an absence during school time, please fill in the form over the page. Please ensure that you give at least 4 weeks' notice of intended absence.

The Education (Pupil Registration) (England) Regulations 2006 were amended in 2013 and under these amended regulations headteachers may not grant any leave of absence during term time, unless there are exceptional circumstances.

Absence during term time is only likely to be authorised for exceptional circumstances such as the marriage or funeral of a close relation of the child.