

Oakridge Primary School

Silvester Way

Stafford

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www.oakridge.staffs.sch.uk



Leave of Absence Request Form

We want all of our pupils in school for as much time as possible in order to maximise their learning time and opportunities. We strongly discourage term time breaks and holidays and we ask parents not to request them unless they are for truly exceptional circumstances (see below).

Points to remember

- The Government has made it clear that parents **do not** have an automatic right to withdraw their child from school during term time
- The Government has made it clear that Headteachers **no longer have the discretion** to authorise term time absence, **unless it is due to exceptional circumstances**
- Taking a pupil out of school during term time disrupts their learning and may cause them to fall behind their peers. Absence can also affect a child's relationships with others
- Term time breaks when added to unpredictable absences e.g. for medical reasons all add up. Learning time lost from school cannot be replaced!
- If the absence is not authorised and the holiday / time is taken anyway, the case maybe referred to the Education Welfare Services who may issue a penalty notice to each parent for each child taken out of school

Examples of exceptional circumstance maybe:

- Religious observance
- Family bereavements
- Service personnel prevented from term time holidays
- Family crisis/serious issues meaning family needs to spend time together
- Certain exams and recognised short time sporting/cultural activities (evidence needed)

Each request will be considered by the Headteacher. Term time holidays because they are cheaper out of school holiday term do not constitute exceptional circumstances and will not be authorised.

Absence forms are not needed for illness – usual procedures should be followed

Name of child	
Class	
First day of Absence	
Date of return	
Number of days requested	
Has leave of absence been requested in term time before ?	<i>Please give details</i>
Details of the exceptional reasons for this request	<i>Please give details</i>

A separate form should be completed for each child requesting an absence

Signed : _____ Name : _____ Date: _____

Please give at least two weeks' notice of absence requests. Please return this completed form to headteacher@oakridge.staffs.sch.uk marked for the attention of the Headteacher. We will then send out a letter authorising, or not, the absence request.