



**RUSKIN COMMUNITY HIGH SCHOOL  
ABSENCE REQUEST FORM  
(INCLUDING HOLIDAYS DURING TERM TIME)**

This form is to be completed and returned to the Main School Office for authorisation 4 weeks before the period of absence, failure to seek authorisation will result in a fixed penalty notice fine being issued.

The law does not grant parents an automatic right to take their child out of school during term time. If the request is for a holiday in term time you must have Parental Responsibility and be the parent with **whom** the child normally lives. Permission must be sought in advance. If you do not have Parental Responsibility and/or normally live with the child you must seek the consent of the parent who does and that person should complete this form. School will only consider requests from that parent.

- Please complete a separate form for each child.
- Time off for shopping, child minding etc is forbidden; this is government legislation rather than a Ruskin rule.
- Only the Headteacher or Attendance Lead can authorise an absence.
- Authorisation will not normally be granted for students whose attendance percentage falls below 95%.

**WARNING:** If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and this may make you liable to a fine.

**I wish to apply for leave of absence for my child:**

Student Name \_\_\_\_\_ FORM \_\_\_\_\_

From (first day of absence) \_\_\_\_\_ to (last day of absence) \_\_\_\_\_

Total number of days absence from school \_\_\_\_\_

**REASON FOR REQUEST FOR ABSENCE DURING TERM TIME:**

**IF THIS IS A HOLIDAY REQUEST, PLEASE OUTLINE THE EXCEPTIONAL CIRCUMSTANCES WHICH MEAN THAT THE HOLIDAY CANNOT BE TAKEN DURING A SCHOOL HOLIDAY:**

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORISED:** The School agrees to your child being absent from school on the specified dates.

**UNAUTHORISED:** The School does not authorise your request for leave in term time because:

**NB If a holiday is taken without it being authorised the School is required to report the absence to the LA who may issue a Fixed Penalty Notice, per parent, per child.**

SIGNED .....ATTENDANCE LEAD Date .....

**Please read overleaf**

## HOLIDAYS IN TERM-TIME

**IMPORTANT:** Please read carefully the information below.

**WARNING:** If you take your child on holiday in term time without the prior approval of the school, you will be liable for a Fixed Penalty Notice per parent per child.

**As a parent/carer, you can demonstrate your commitment to your child's education by taking your holidays during school holidays.**

THE FACTS	THE LAW
<p>We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term-time leave for their child. However, it is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>Children who are taken out of school have difficulty catching up on the work they have missed. This may affect overall progress and assessment or examination results.</p> <p>The DfES research suggests that 17 school days missed during a year = a GCSE grade drop in achievement.</p> <p><b>WHAT YOU SHOULD CONSIDER</b></p> <p>There are times during a school year when a child may experience particular problems because of term-time leave such as:</p> <ul style="list-style-type: none"> <li>• Closeness to exams or tests.</li> <li>• Completion of Controlled assessments.</li> <li>• The beginning of a new school term.</li> </ul> <p>If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as an <b>unauthorised absence</b> and you may receive a fine per parent for each child.</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term-time.</p> <p>However, in exceptional circumstances school may authorise, in advance, requests for periods of leave of no more than ten days in total in any year. The request for leave must come from a parent with whom the child normally resides, and must be for the purpose of a family holiday.</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.</p> <p>If the child is away from school for a total of four weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school, as once removed from roll, there is no guarantee that the child will regain a place at the school.</p> <p>Advice from the Department for Children, Schools and Families in March 2008 states that schools can only approve absence for family holidays if they consider there are <b>special circumstances</b>. Holiday prices, family circumstances and the fact that the parents have booked a holiday before checking with the school are not special reasons.</p>

<p><b>Other absence from school will be authorised if it is for the following reasons:</b></p> <ul style="list-style-type: none"> <li>• Genuine illness</li> <li>• Unavoidable medical / dental appointments (but try to make these after school if at all possible. An appointment card / letter must be provided)</li> <li>• Days of religious observance</li> <li>• Exceptional circumstances, such as bereavement</li> <li>• Seeing a parent who is on leave from the armed forces</li> <li>• External examinations</li> </ul>	<p><b>Other absence from school will not be authorised:</b></p> <ul style="list-style-type: none"> <li>• For any type of shopping</li> <li>• Looking after brothers, sisters or unwell parents</li> <li>• Minding the house</li> <li>• Birthdays</li> <li>• Resting after a late night or returning from holiday</li> <li>• Relatives visiting or visiting relatives</li> <li>• Sacraments being received in another country</li> <li>• Lack of adequate child care resulting in the child having to go with parent</li> <li>• Passport applications / Embassy visits</li> </ul>
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**The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help and support your child in not missing any of this valuable time.**

**We hope that when you have read this information you will consider that your child's education is too important to take holidays during term time.**