



CHEAM PARK FARM PRIMARY ACADEMY
Application for Pupil Special Authorised Absence



Name(s) of Child(ren) _____

Class(es) _____

Contact Name _____ Telephone No. _____

Application for leave of absence from school for the above from:-

First day of absence _____ until (date of return to school) _____

In the space below, outline the exceptional circumstance you think warrants this leave of absence; attach appropriate evidence i.e. letter from employer, details of significant event. You may wish to write on an additional sheet:

Further documentary evidence may be requested.

Date of request _____ Signature of Parent/Carer _____

Does your child attend Breakfast Club yes no
 (Please note you are still required to pay for breakfast club sessions)

Advice for Parents considering applying for Special Leave of Absence in Term Time

Giving your child the best start in life is every parent or carer's wish. The opportunity to learn and make progress is essential to improve life chances. Good attendance is the key to securing this. Before taking your child out of school, please consider how your child's attendance compares already.

From 1 September 2013 the Department for Education (DfE) has amended the law which has the effect of removing headteachers' ability to grant leave of absence during term time. The reference in law to Headteacher's being able (at their discretion) to agree up to 10 days of leave of absence has been removed. Instead, the legal reference has been amended and means that schools should not authorise leave of absence unless:

- An application has been made in advance by the parent with whom the pupil normally resides **AND**
- The Headteacher and Governors consider that there are **exceptional circumstances** relating to the application.
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Amendments to the 2006 regulations remove references to family holidays and extended leave as well as the statutory threshold of ten school days mentioned above. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

When considering whether permission should be granted, we will have to consider the circumstances alongside other factors including attendance records, punctuality patterns and internal assessments taking place during the proposed period of absence. The revised DfE regulations means that taking a child on holiday without permission would be regarded as unauthorised absence. Parents who do so may be issued with a Penalty Notice by Sutton Local Authority. Absence cannot be approved retrospectively.

For your information this table illustrates the categories of acceptable and unacceptable levels of attendance. Your child's attendance percentage will decrease during any period of absenteeism.

Gold	Your child's attendance is 98% or above.	Outstanding
Green	Your child's attendance is 96% - <98%.	Good
Amber	Your child's attendance is 90% - <96%.	Cause for Concern
Red	Your child's attendance is less than 90%.	Serious cause for concern

For office only:

DECISION

AUTHORISED	
UNAUTHORISED	

Signed: _____ Mrs A Day (Headteacher)