

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 planning to take 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 approved
- ☐ Request not approved for the following reason:

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Headteacher's signature:

Date:

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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. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

Absence for a family holiday

The Government recommends that family holidays are taken outside school terms. Headteachers will sometimes give permission for a pupil to go on holiday during term time. The Headteacher will consider the reasons for the holiday, the pupil's past attendance, and the effects the absence will have on the pupil's learning. The Headteacher will not normally give permission simply because holidays cost less during term time.

The Headteacher will not normally give permission for more than 10 days' absence for a family holiday in any school year. Only in exceptional situations will the Headteacher give permission for a longer absence.

Planning your holiday

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 because of a family holiday

If you have to take your family holiday during school time, please fill in the form over the page. Please ensure that you give at least 4 weeks' notice of intended absence. Do not assume that you will automatically get permission for the absence because you have filled in the form. Please wait to hear if the Headteacher agrees to your request.

Warning

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both.