



## Madras V.A. Primary School

### APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Attached is an application form for you to request permission for your child to be absent from school. Before completing the application form, please read these notes carefully:

- Punctual and regular school attendance is an essential requirement for successful learning. If a child's school attendance is 100%, they will be able to make the best of all the opportunities available to them.
- Parents and teachers have a duty to ensure maximum attendance at school. Absence can reduce the standards achieved by individuals however motivated they are and can affect life chances adversely.
- Missing 10 days of school equates to 50 hours of learning/teaching time lost.
- There are certain times of the year when a child may experience serious problems due to missing school. These include examination/test periods, Controlled Assessment weeks, at the beginning of a new topic and at the start of a new school term. Due to this the Governing Body has made the decision that it will not authorise a holiday during the first six weeks of the school year and during the two week test period in May.
- In line with the Welsh Government's guidelines, consideration will be given to individual circumstances on a case-by case basis. A number of things will be taken into account before reaching a decision, including the time of year, length of the holiday, the reason for the holiday, impact on learning, timing of exams or tests, family circumstances and the wishes of parents, as well as the overall attendance and attainment of the child.
- If the school refuses your application and you still take your child out of school, the absences will be treated as unauthorised. (Unauthorised absences may lead to a Fixed Penalty Notice being issued by the Local Authority for irregular school attendance.)

Having read these notes, if you still wish to apply for a leave of absence for your child, then please complete the application form attached. This form should be returned to the Chair of Governors at **least 4 weeks before** the proposed absence.

Parents should not take their children out of school for a holiday without first obtaining the permission of the Chair of Governors in **advance**.



**Madras V.A. Primary School**

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

Pupil's Name ..... Class .....

Home Address .....

.....

I wish to apply for my child to be absent from school during the following dates:

Date of last day at School ..... Date of return to School .....

Total number of school days missed .....

Reasons for absence/holiday during term time:

.....  
.....  
.....  
.....

*I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and could potentially lead to a penalty notice being issued under the Education (Penalty Notices) (Wales) Regulations 2013.*

Name of Parent/Carer making application .....

**I confirm that all with parental responsibility are in agreement with this application**

Signed .....

Date .....

**PLEASE RETURN COMPLETED APPLICATION FORM TO SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**

.....

**School Use only:**

**Current attendance:** .....

**Authorised / Not authorised**

..... **Headteacher/ Chair of Governors**