

REQUEST TO TAKE A CHILD OUT OF SCHOOL DURING TERM TIME



WELLSWAY
SCHOOL

PLEASE REMEMBER

Absence will only be authorised in **exceptional** circumstances as absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement which, together, we must seek to avoid.

PLEASE READ THE NOTES ON THE BACK OF THE FORM PRIOR TO COMPLETION

I would like to take my son/daughter _____
in Tutor Group _____ In Year Group _____

out of school on date(s) from: _____ to _____

This absence must be in term time because _____

Signed: _____ [Parent/Carer] Date: _____

Print Name: _____ Relationship to Student: _____

Completed form to be returned to Student Support, Wellsway School, Chandag Road, Keynsham, Bristol, BS31 1PH **no less than two weeks before planned absence**

ABSENCE REQUEST RESPONSE SLIP

Office use only: Authorised/Not authorised

Dear Parent/Carer

Attendance accurate as of _____ : %
date: _____

Re: _____ [Student's Name] Tutor Group: _____

Further to your recent request for leave of absence between _____ and _____

Leave of absence authorised. Please ensure that your child returns to school promptly following the absence as failure to do so may result in their removal from school roll.

Leave of absence not authorised. Any absence from school between the above dates will be marked as unauthorised and as such may be referred to the Attendance Improvement Officer.

Signed: _____ [Principal] Date: _____

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

Children of school age, must, by law, attend school regularly. If your child is to be away from school you need to ask us to approve the absence, which we will do when there is good reason. You cannot yourself authorise a child's absence.

Please do not ask for leave of absence for a family holiday in term time if you can possibly avoid it. Children should attend for all days set by the school each year, and every day is important. Please help them not to miss any of this valuable time. As a parent/carer, you can demonstrate your commitment to your child's education by, whenever possible, taking your holidays during school holidays. The reasons for this are:

- It is important that children attend school regularly if they are to benefit from the learning opportunities provided.
- Children who are absent from school due to a holiday in term time will miss important learning.
- The time teachers have to help all the children in a class is reduced if they spend time helping a child to catch up after a holiday.
- Educational experiences in school missed because of a family holiday cannot be re-captured later.
- If your child does not attend school regularly, he/she will not be able to keep up with the work. This will have a serious impact on opportunities later in life.
- Your child may miss vital preparation for or actual external examinations.
- You should **not** expect the Principal to agree to a family holiday during term time. Parents/carers who need to take their child out of school during term time for exceptional reasons should contact the school immediately and, certainly, before booking travel for holidays, as permission may not be granted.

If the school does not agree with your request, your child's absence will be marked as 'unauthorised' in the school register. This record of attendance forms part of his/her Record of Achievement. The absences may even be mentioned in references provided by the school to employers or colleges. It may also cause the school's Attendance Improvement Officer to refer you to the Principal who may request the Local Authority to issue a penalty notice.

PLEASE NOTE

Section 444(1) of the Education Act 1996 provides that a parent commits an offence if his or her child, being of compulsory school age, fails to attend regularly the school at which he or she is a registered pupil.

Section 444A of the Education Act 1996 allows for a penalty notice to be issued to parents who commit such an offence. The penalty is £60 if paid within 21 days or £120 if paid within 28 days. Failure to pay may result in prosecution where on conviction you would be liable to a fine of up to £1000.

For further information or advice please contact the Attendance Improvement Officer on 07375 529055.

PARTICIPATION IN SPORTING EVENTS

Requests to take a child out of school during term time will only be authorised if the student is actively participating at county level or above. Requests for siblings to watch their performance will not be authorised.

Wellsway School will request proof that the child will be participating at this level before authorising any leave of absence to attend. If this is not provided leave will not be authorised. If your child fails to return to school promptly the day following the event any report of illness unsubstantiated with a medical note will be recorded as an unauthorised absence.

REQUESTING ABSENCE FOR FAMILY/OTHER EVENTS

Requests of this nature are considered on an individual basis dependent upon the nature of the event. Please try to provide as much information and evidence as possible to assist the school in making their decision.

REPORTS OF ILLNESS COINCIDING WITH UNAUTHORISED ABSENCE

If a request to take a child out of school during term time is not authorised and the child is subsequently reported as absent through illness on the requested dates, the absence will be recorded as unauthorised unless substantiated by a medical note.

If you have any further queries in regard to your request for absence in term time please do not hesitate to contact the school to discuss your request further with the Attendance Improvement Officer or with your child's Head of House.