



### Guidance

Following Government legislation we are unable to authorise requests for holiday during term time.

A referral will be made to WSCC and you may be issued with a Fixed Penalty Notice or prosecuted in a Magistrates Court if unauthorised holiday is taken.

**Please be advised that leave of absence in term time is not a right and will only be granted under exceptional circumstances.**

Each case is considered individually; however, leave will not usually be granted if your child already has low attendance or if the leave coincides with important examinations.

Therefore, no absence of any kind will be authorised for Year 2 and 6 from the beginning of the Spring Term until the National Curriculum Tests in early May

**Government guidelines state that children may only be absent from school for the following reasons:**

- Illness and treatments (e.g. dentist, hospital). Appointments should be made outside of school hours where possible
- An organised educational course
- An organised sports competition or approved public performance
- Family bereavement or exceptional family circumstances
- Days of religious observance

**Absence will NOT be authorised for reasons such as:**

- Days out and long weekends
- Birthday treats involving absence
- Shopping trips
- Visiting relatives

These are all unauthorised reasons for absence from school and by condoning them you are encouraging bad attendance habits.

### SCHOOL OFFICE TO COMPLETE THIS SECTION

Current Attendance:     %

Current RAG Attendance:

Green: 96% and above

Amber: 90-95%

Red: Below 90%

Days off Sick:

Other Absences (number of occasions and codes):

Supporting Documents Attached: YES / NO

If there is none then state reason:

### HEAD TEACHER TO COMPLETE THIS SECTION

Absence Authorised?    YES / NO

Any additional comments:

Code to be used on Bromcom:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE.  
WHERE POSSIBLE YOU SHOULD GIVE AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE.**

### SCHOOL OFFICE TO COMPLETE THIS SECTION

Date Parents Informed:

Date Bromcom Updated: