Beighton Nursery Infant School

Westfield Family of Schools Leave of Absence in Term Time Request

Section 1 - To be completed by the Parent/Carer

Name of pupil:	***Sibling(s) at other schools? Yes No (circle)***		
	Name:	*Date of Birth:*	*School:*
Teacher:	*1.*		
	2.		

Name of Parent:	*Landline No:*
Email:	*Mobile No:*

First day of absence (date):	*First day back at school (date):*	*Number of school days:*

Please outline the special circumstances that require your request for leave during term time:

Emergency Contact whilst on holiday (UK or Abroad):
Name: *Contact No:*

- I understand that this absence will have an impact on my child's learning
- I confirm that the information on this form is true
- I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the due date.
- I am aware that if my child does not return to school by the date provided that he/she may lose their place at this school
- I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher
- The school has provided/offered information about Fixed Penalty Notices

Signature:	*Relationship to child:*		*Date:*

Section 2 – To be completed by School

Date Received:	*No. of Days Requested:*	*% Attendance*

No. of days previously taken	*No. of days authorised due to **Exceptional Circumstances**:*

*No. of days **Unauthorised:***	*The reason this request does not meet the Family of Schools policy:*

Headteacher's signature:	*Date processed & returned to parent:*

Please be aware that due to Department of Education regulations on attendance, amended in September 2013, school can only authorise leave of absence in exceptional circumstances

Taking holidays in term time WILL disrupt a child's education

In one week, they will miss at least:

- **5 hours of Literacy**
- **5 hours of Numeracy**
- **10 hours of science, music, IT, art, PE, geography, history**
- **social time with their peer group**

If you double that lost learning for a 2 week holiday the *best* attendance your child can achieve for a year is 94.7% which falls below Ofsted's 'acceptable' threshold

What if your child is ill during the year and you've already taken them out of school for a holiday?

Some parents believe that two weeks out of the school year won't matter so consider the following:

If a child is taken on a two-week holiday, during term time, every year of their school life they would lose **33** weeks of education…

…a full school year is **39** weeks!

Please think VERY carefully before you take your child out of school!

Thank you