

REQUEST TO TAKE A CHILD OUT OF SCHOOL DURING TERM TIME

BEFORE APPLYING – PLEASE REMEMBER

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.

I would like to take my son/daughter _____ Tutor group _____

out of school on the following dates:

From _____ to _____

Total number of days _____

This absence must be in term time because _____

Signed _____ (Parent/Carer) _____ Date

Print Name _____ Relationship to student _____

Office use only: Authorised/Not authorised

PLEASE READ GUIDANCE FOR PARENTS ATTACHED TO THIS FORM PRIOR TO COMPLETION

Completed form to be returned to Mr Eadie, IKB Academy, 68 Bath Road, Keynsham, Bristol BS31 1SP **no less than two weeks before planned absence**

✂

Dear Parent/Carer

Re: _____ (Student's name) Tutor Group _____

Further to your recent request for leave of absence:

Leave of absence authorised between _____ and _____

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

Leave of absence not authorised. Any absence from school between

_____ and _____ will be marked as unauthorised and as such may be referred to the Attendance Improvement Office

Signed _____ (Deputy Principal) _____ Date

PLEASE CONTACT RECEPTION AT IKB ACADEMY IF FOR ANY REASON THIS LEAVE IS NOT TAKEN

INFORMATION FOR PARENTS FROM Bath and North East Somerset Council

FAMILY HOLIDAYS IN TERM TIME

If you are thinking of taking your children on holiday during term time you need to know that:

A pupil's absence can seriously disrupt the continuity of their learning. Not only do they miss the teaching provided on the days they are away; they are also less prepared for lessons upon their return. There is a consequent risk of under achievement, which you and we must seek to avoid.

Many parents say that the time their child misses because of a holiday doesn't affect their school work. However, a child who has 10 days holiday each year of their school life will miss 24 weeks (nearly a full school year) of their formal education. This is in addition to unavoidable absences – for instance, if your child is ill.

- Please do not ask for leave of absence for a family holiday in term time if you can possibly avoid it. If you do have to ask for permission to take your child out of school for a holiday:
- Try to avoid periods when your child is preparing for or taking examinations or important tests.
- Give at least two weeks' notice of any planned absence.

Schools will consider every request individually. However, the most important consideration will be the effect that such an absence would have on your child's education. Schools **cannot and will not** authorise absence for holidays in term time unless there are exceptional circumstances.

Please be advised that low cost travel or arrangements made by a family member or friends is not an exceptional circumstance.

Holidays taken in term time should be the exception rather than the rule.

Holidays in Term Time and Unauthorised Absence

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 allows for a penalty notice to be issued to parents who commit such an offence.

With effect from 1 September 2013 the penalty is £60 if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay may result in prosecution where on conviction you would be liable to a fine of up to £1000.