

# **St Ives School Request Form for Absence During Term Time**

(Please read the notes on pages 2-3 before completing this form.)

**“There is a clear link between poor attendance at school and lower academic achievement. 73 per cent of pupils who have over 95 per cent attendance achieve five or more GCSEs at grades A\* to C. Nationally only 20% of students with attendance below 80% achieve 5 A\*-C grades at GCSE.” Source: Department for Education**

**If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action. Absence not authorised by the school may result in a prosecution in the Magistrates’ Court under Section 444(1) or Section 444(1A) of the Education act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court.**

Child’s name:

Tutor group:

Requested date of first day of absence from school:

Requested date of last day of absence from school:

Total number of days of absence requested:

**It is the law not to authorise term time absence for holidays. Absence is only authorised in exceptional circumstances. Please explain the reasons for the request for term time absence in the space below. Please include a detailed explanation of why this absence cannot be taken during school holiday time and clarify the basis on which you consider your request to be ‘exceptional’:**

***Please attach further sheets if needed to fulfil the requirement of detailed explanation.***

I have read the attached notes (P2-3). The information I have given on this form is correct:

Parent / carer signature:

Date:

Relationship to the Child:

Signed by:

**Current Parental Contact details:**

Name:

Address

Phone number:

Email:

Please e-mail the completed form to [attendance@st-ives.cornwall.sch.uk](mailto:attendance@st-ives.cornwall.sch.uk) and it will be passed on to the Leadership Team and Headteacher. Please put 'Holiday Absence Request' in the 'Subject' box of your e-mail. You will receive confirmation regarding your request within one week.

For parents / carers without access to e-mail – copies of this form may be collected by your child from Reception. The completed form should be returned to Reception marked for the attention of the Headteacher.

*The school requires at least 10 days' notice to consider term time absence. For students in Years 10 and 11, requests will not be authorised due to the importance of on-going assessments which are necessary to the completion of GCSE qualifications.*

This section of the form is for school use.

The vast majority of students at St Ives School have absence which averages less than 1.5 days per term or 4-5 days over the academic year. ....(insert student's name) absence to this point in the year currently stands at .....(Number of **DAYS**). Their current attendance is..... %

Following the term time absence, the student's attendance figure will be .....%.

The request for absence is **authorised/ not authorised**.

Reason for decision:

Signature of Headteacher

Date

## Further guidance for parents/ carers regarding requests for term time absence.

*The guidance below has been issued by the Department for Education to all schools, in view of the recent legislative changes implemented by the Department for Education with regard to parents or carers, wishing to take their children out of school during term time.*

*In reading this guidance, please recognise that the context of this is to support high attendance so that all children have every opportunity to succeed in their education. "There is a clear link between poor attendance at school and lower academic achievement. 73 per cent of pupils who have over 95 per cent attendance achieve five or more GCSEs at grades A\* to C. Nationally only 20% of students with attendance below 80% achieve 5 A\*-C grades at GCSE." Source: Department for Education*

**Note:** with regard to the guidance below: Department for Education guidance is in **normal** font. School additional information is in **italic**

## Planning holiday

St Ives School publishes the dates of school terms well ahead. This is to help parents and carers to plan absence to coincide with school holidays. When booking holidays, parents are advised to check that these do not clash with the school terms.

## **The value of regular attendance**

Your child must attend school regularly in order to achieve their potential and support future aspirations, education and careers. Research shows that students achieve more highly where their parents or carers emphasise the importance of attending school. St Ives School is very grateful to our highly supportive parents for their positive impact on children's progress and achievement.

## **Parents/ carers legal responsibilities**

Parents and carers have a legal duty to make sure their child attends school regularly and punctually. The school and the Local Authority monitor every child's attendance and will take action if it falls below expectations.

## **Absence for a family holiday**

The Government states that family holidays are taken outside school terms. Schools can only approve absence during term time in exceptional circumstances. The Headteacher, with advice from senior staff will consider the reasons for the holiday request, the student's current and previous attendance, and the potential impact of the absence on the student's learning. Only in exceptional circumstances is the Headteacher able to authorise absence. ***Requests for family holidays during term time are extremely unlikely to be authorised.***

The school will only authorise term time absence to a maximum of 5 days in an academic year **in exceptional circumstances.**

*The school will not authorise term time absence for a student whose average on-going attendance falls below 95%. If this is the case, parents need to read the section titled 'Warning', below.*

*The school will not authorise term time absence for students in Years 10 and 11. Term time absence adversely affects on-going work and assessment which may count directly towards GCSE grades.*

*When considering requesting a holiday during term time, parents are reminded of the difficulties encountered by students when attempting to catch up on missed work and rectify gaps in learning. 5 days of absence is at least 25 hours of missed learning. Assuming a child does an additional hour of study every day, and that they can make the same progress on their own without the support of a teacher, then it will take a student 3 and a half weeks to catch up. This is assuming they are able to catch up independently without the support of a teacher.*

**Parents are strongly advised not to take students out of school during term time for the purpose of a holiday.**