

# Elm Court School



## STUDENT SPECIAL LEAVE REQUEST Taking Children Out of School in Term Time

Parents/carers should arrange visits during school holiday periods.

**Family holidays in term time will not always be granted as they are damaging to the student's continuity of learning. Parents/carers do not have an automatic right to withdraw students from school for a holiday and, in law, must apply for permission in advance. The Headteacher has the authority to authorise leave of absence but only in exceptional circumstances.**

The factors which will be considered when assessing requests will be:

- The time of year proposed for the holiday
- The motive and purpose of the holiday
- The duration of the holiday and its impact on continuity of learning
- The circumstances of the family request
- The rarity of this event during the child's school career
- The attendance pattern of this child

It is recognised that extended visits to the country of family origin provide important opportunities to reaffirm family, linguistic and cultural identities. As such they can be positive personal and educational experiences. At the same time there is evidence to indicate that visits, resulting in significant absence from school during term time, are disruptive to the student's education and have a negative impact on attainment.

**Please complete the section below detailing the reason why your request is an exceptional circumstance and return this form to the school office:**

I \_\_\_\_\_ the parent/carer of \_\_\_\_\_

in Year \_\_\_\_\_ request special leave to take my child out of school from:

\_\_\_\_\_ to \_\_\_\_\_ (inclusive). This absence is for

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Signed \_\_\_\_\_

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

**PLEASE NOTE: The Headteacher is unable to consider / authorise this special leave request if your child's current attendance is below 92%.**

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***For Office Use:***

**Total No. of Days:** \_\_\_\_\_

**No. of days Authorised:** \_\_\_\_\_

**No. of days Unauthorised** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**(Joanna Tarrant, Headteacher)**