

KEELMAN'S WAY SCHOOL

Pupil Holiday Absence Form

Parental Request for pupil holiday absence from school during term time

You should be aware that any absence from school, for whatever reason, will potentially have a detrimental effect on your child's learning progress.

Only in EXCEPTIONAL CIRCUMSTANCES should you apply for your child's absence from school for ANY REASON and the Law allows schools the discretion to grant upto 10 schools days absence in any school year.

Should you wish to apply for a pupil absence form you are requested to complete the section below and return the form at least 1 month prior to the planned absence to the Head Teacher.

NB: Requests received within a month of the planned absence are likely to be refused.

Pupils Name:	Form:
Absence Requested From:	To:
Reason for this request:	

In considering any parental request, the school will take account of:

- Age of the child
- The child's overall pattern of attendance
- The likely impact on the child's education
- Whether the holiday falls within a year that the child takes public examinations/tests
- The length, destination and purpose of the holiday and whether it is likely to be a rare event on the life of the child.
- The family circumstances and the parent's reasons for wanting to take their annual family holiday during term time.
- Whether the parents are restricted in terms of leave from their employers.

Please note that it is for the school to decide whether or not to agree to absence by pupils during term time. You should not expect schools to set work for children who holiday during term time.

I request permission for my child to be absent from school on the above dates. I understand that this absence will disrupt my child's learning. I will ensure that my child returns to school immediately after the agreed last date of absence and that all work missed will be completed.

Signed (parent/Guardian):	Date:
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For School Use Only:

Date received:			
Attendance percentage to data over the last 3 years:	Year 1	Year 2	Year 3
Previous requests:	Year 1	Year 2	Year 3
	Yes/No	Yes/No	Yes/No
Request approved/denied:			
Signed:		Date:	

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Pupil holiday request for has been
approved/denied