

# Suffolk County Council Education

## REQUEST FOR ABSENCE FROM SCHOOL OF CHILD DURING TERM TIME EDUCATION (PUPIL REGISTRATION) REGULATIONS 1995

The Education (Pupil Registration) regulations 1995 provide for leave of absence to be granted to a pupil during term time for family reasons eg. wedding or funeral. Except in very exceptional circumstances a pupil shall not be granted more than 9 school sessions leave of unauthorised absence in any school year.

The Anti-social Behaviour Act 2003, Section 23 empowers designated Local Authority (LA) Officers, Head Teachers (and Deputy and Assistant Head Teachers authorised by them) and the Police to issue Penalty Notices in cases of unauthorised absence from school. Unauthorised absences of more than 9 sessions will be reported to the Lead Attendance Officer and penalty notices may be issued.

This form requesting Leave of Absence should be completed by the parent and forwarded, before the period of absence, to the Headteacher of the school attended by the child.

&

### LEAVE OF ABSENCE FORM

**To: The Headteacher of Benhall St Marys Primary School**

I, being the parent/carer of the following child(ren),

| Name of Child(ren) | Date of Birth | Class |
|--------------------|---------------|-------|
|--------------------|---------------|-------|

ask that you consider allowing my child(ren) to be absent from school

from..... to ....., a total of .....school days

for the following exceptional circumstance:.....

.....

Signature of Parent/Carer.....

&

**To the Parent/Carer of**.....**in Class**.....

I authorise/do not authorise your request for leave of absence

from.....to .....

Reason for non-authorisation:.....

This may be discussed with the Educational Welfare Officer in our regular meeting and a referral/penalty notice may be issued.

Signed..... Mrs K Jenkins, Headteacher      Date: .....

---

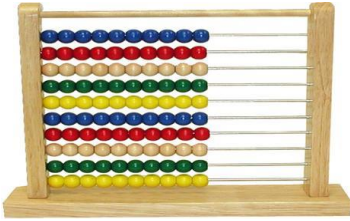
### Holidays Taken during Term Time

Thank you for informing us of your forthcoming holiday. We cannot stop you from taking your children on holiday during the school term, but it will be recorded as unauthorised absence on the register.

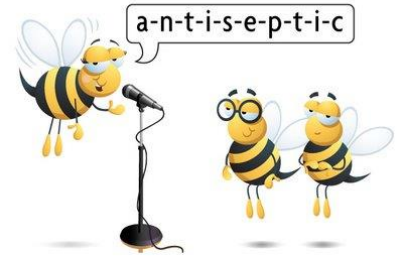
Dear Parents/Carers,

PLEASE CONSIDER

- While you are away for one week your child will miss approximately:



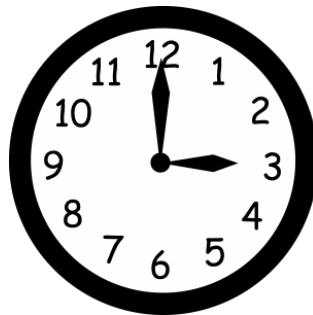
Five hours of maths



Five hours of literacy

They will also miss ten hours of other subjects including: science, religious education, music, art, physical education, geography, history, design and technology and information technology.

- If your child has a holiday of two weeks during term time and has a one week period of sickness in one school year, they will miss:



15 hours of literacy, 15 hours of math, 30 hours of learning – other subjects

**If this pattern were to be repeated throughout your child's school life they would miss 36 weeks of their education!!**

**One school year = 38 school weeks!**

### **ASK YOURSELF**

Can my child keep up with other children if they miss out on 60 hours of education a year?

Thinking of taking a holiday in term time? **PLEASE THINK AGAIN!**