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Newlands Road
Ruishton
Taunton
Somerset
TA3 5JZ

"For I know the plans I have for you... plans I have to give you a hope and future." Jeremiah 29:11

Ruishton Church of England Primary School

Request for absence in term time

Parent Form

NB: If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and noted on your child's attendance record. **The school will apply for a Penalty Notice, in line with the Local Authority's Penalty Notice Code of Conduct.** The penalty is **£80 per parent per child** if paid within 21 days of receipt of the Penalty Notice (assumed as 2 working days following the Notice being sent by first class mail), or **£160 per parent per child** if paid after 21 days but within 28 days of receipt of the Notice.

To the Headteacher

Ruishton Church of England Primary School

I wish to apply for:

Name	Class
1
2
3

to be authorised as being absent from school from to.....
inclusive for the reason given below.

Exceptional circumstances why this absence needs to be taken in term time:

Signature Parent/Carer Date

Please return this form to school well in advance of your proposed absence.

Ruishton C of E Primary School

Newlands Road, Ruishton, Taunton, Somerset TA3 5JZ

Head Teacher: Miss Hannah Collier

Telephone: (01823) 442832

E-mail: office@ruishton.oak.education

Dear Parent or Guardian,

Term Time Holiday Requests

You will already know that the Government, the LA, and therefore Headteachers are determined to make attendance in schools as high as possible. This is important because high attendance and success at school go hand in hand. The law does not say that pupils have a right to take an authorised leave of absence from school for holidays during term time. However, parents can ask a school to authorise absence for this purpose.

In making the decision to authorise or not authorise the request, on the basis of 'exceptional circumstances', the Headteacher will consider carefully the following questions:

- The purpose of the holiday
- Are there compassionate grounds? (e.g. family wedding, funeral)
- Has the child been excluded during the course of the year?
- What will be the effect of the timing of the holiday on the child's education? (e.g. beginning of school year, run up to tests or exams, age of the child and National Curriculum year)
- Is the pupil taking part in an educational activity? (e.g. county or national sporting event)
- Any holidays already taken in the school year
- The length of the proposed leave and the child's ability to catch up the work missed
- The child's educational and welfare needs
- The child's general absence/attendance record
- Whether a suitable (i.e. in holiday time) alternative date could be arranged
- Forces Personnel who are on leave from a foreign posting
- Parents who have significant employment restrictions (the school may ask for evidence from the employer)
- Significant family events or circumstances

Yours sincerely

Hannah Collier

Headteacher