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| **APPLICATION AND GUIDANCE NOTE**  **APPLICATION BY CARENT/CARER FOR LEAVE OF ABSENCE DURING TERM TIME** | | | | | | |
| **Surname of Child** |  | | **First Name of Child** | |  | |
| **Date of birth** |  | | **Tutor Group and Year** | |  | |
| **Full Name of Parent/Carer** |  | | **Does the above child reside with you full time? Yes/No** | |  | |
| **Email address of Parent/Carer** |  | | **Home address of child** | |  | |
| **Home telephone Number** |  | | **Does your child have any siblings for whom you are requesting absence in term time from any other schools?** | | **Yes/No**  ***If yes, Please give child’s name and name of his/her school*** | |
| **Information about the request for your child’s leave of absence** | | **My request for absence in term time is exceptional because** | | | | |
| Length of absence (total school days)= | | | From (date)  To (date) | |
| Would he/she miss any tests/exams? | | | Yes/No |  |
| Is his/her attendance below 96% or a previously agreed target? | | Yes/No | | |
| Has he/she already been absent for more than a three day period in the last three school years? | | Yes/No | | |
| Please set an attendance target for the remainder of the academic school year. If this is not reached the school reserves the right to unauthorise any previous periods of agreed absence. | | | | |
| I confirm that I will ensure that my son/daughter completes any school work set for the above period of absence.  I confirm that I have read and understood the Guidance Note for Parents accompanying this Form.  Parent/Carer Signature:  Date:  **PLEASE RETURN THIS FORM TO MRS CATHERINE FOX, ATTENDANCE OFFICER** | | | | |

**GUIDANCE NOTE FOR PARENTS**

Please read these notes carefully before completing the application form requesting permission for your child to take a leave of absence from school during term time.

*The law states that you do not have the right to take your child out of school during school for holidays during term time. By law you must ask permission from the Headteacher for your child to miss school. If you fail to gain the school’s permission and you still take your child out of school you risk receiving a £80 Penalty Notice per parent per child and in some cases possible prosecution.*

Government Legislation which came into effect in September 2013 states that it is now illegal for any Headteacher to grant any leave of absence during term time unless there are **exceptional circumstances.** Therefore Comberton Village College will not consider authorising an absence in relation to any holiday during term time unless exceptional circumstances are detailed on the Application Form for Leave of Absence During Term Time which should be handed into the Attendance Officer Mrs Catherine Fox at school **at least two weeks** before the period of absence requested.

Comberton Village College will consider each request for absence on an individual basis taking into account the following factors **after** the test of exceptional circumstances has been satisfied:

1. The time of year of the proposed trip and whether it is close to any exam dates
2. Whether any holidays have previously been taken in the current and/or in any previous school year
3. The student’s overall attendance record
4. The ability of the student to catch up the work that he/she will miss
5. The age of the student and his/her stage of education.

While an authorised absence may very occasionally be authorised for exceptional circumstances, this decision is entirely a matter for the school and is not a parental right. If your application is refused and you proceed to withdraw your child from school, then the period of absence will be recorded as unauthorised on your child’s school record. ***Unauthorised school absences may lead to a Penalty Notice or a Court Summons being issued against you for irregular attendance.***

Having read these notes if you still wish to apply then please complete the Form above. All sections must be completed; incomplete forms will not be considered. Please return the **signed** form to the Attendance Officer Mrs Catherine Fox ([attendance@combertonvc.org](mailto:attendance@combertonvc.org%20) ) as far in advance of the proposed absence as possible but by not less than 2 weeks before the proposed period of absence.

Thank you