Grands Vaux Primary School

Headteacher: Miss Maria McCool

APPLICATION FOR AUTHORISED LEAVE REQUEST FORM

To be returned to the School Office. Please see overleaf for attendance policy and guidance

Pupil Name (First and Surname)		Date of Birth		Class	
Home Address (Inc. post code)					
Parent Contact Number					
Number of School Days Requested ***Do Not Include Sat /Sun***	Days in Total	From Day/Month/Year	To Day/Month/Year (including this day)		
Reason for Request (Please provide sufficient detail to inform the decision making process).					
Has your child had any other absence request in the current academic year?	Yes / No	If yes please give dates			
Has your child had absence requests during previous academic years?	Yes / No				

I understand my legal responsibility under Article 12 of the Education (Jersey) Law 1999 to ensure my child receives a full-time education through regular attendance at school.

I confirm that:

- I have parental responsibility for this child, or I am authorised to make this application on behalf of all persons with parental responsibility.
- The information provided is accurate.
- Where appropriate, I have informed any other person who has parental responsibility of this request.

Signed Parent / Guardian		Date

OFFICE USE ONLY
Permission granted / Permission declined
Reason for Declining
Headteacher/authorised representative signature: Date:

Attendance at school is statutory and children are required to attend school for 188 days each year, and every day is important. Absence from school may affect your child's learning, progress and social development. The school will consider the impact on education when making its decision. Headteachers may only authorise absence in exceptional circumstances.

Leave during Term Time

CYPES expects children of compulsory school age to attend school regularly. Leave during term time should be avoided and will only be authorised in exceptional circumstances.

However, in exceptional circumstances head teachers have the discretionary power to grant leave in accordance with this Policy.

Examples that may be considered include significant family events, exceptional compassionate circumstances, or circumstances beyond the family's control. Family holidays and availability of cheaper travel are not normally considered exceptional.

Each case should be considered carefully taking into account:

- The age of the child
- The time of year
- The nature and purpose of the trip
- Family circumstances
- Attendance pattern of the pupil
- Previous requests

In order to obtain permission parents are reminded that:

1. Adequate notice is required for applications to be processed.
2. Travel arrangements should not be confirmed before approval has been received from the school.
3. All applications should be made in writing, on the form overleaf, to the Headteacher.

The school appreciates that some applications involve family travel during term time. Such requests should be balanced against the requirements to attend school and the need to complete curriculum work.

There will be certain times when absence requests will not be granted e.g. during exam time, poor attendance record.