

Procedure

- ➤ Parents are to fill in the Request for Leave of Absence form, stating clearly the **exceptional circumstance(s)** to be taken into consideration.
- ➤ Return the form to the Attendance Officer at the school office.
- ➤ Parents will be informed of the decision via the reply slip.
- ➤ If the absence is not to be authorised the **Education Welfare Officer** will receive a copy of this communication.
- ➤ The Education Welfare service will take further action, including the possibility of imposing fines on any parents taking their children away on unauthorised leave.
- ➤ If a child stays away from school for longer than the authorised period, it will be recorded as an unauthorised absence and could be quoted for prosecution.

Additional Contact Details

If you require further information or advice please contact the school, or alternatively the Education Welfare Service:

Education Welfare Service
Children and Young People's Services
Shropshire Council
The Guildhall
Frankwell Quay
Shrewsbury
SY3 8HQ

Telephone : 01743 254 397
Website: www.shropshire.gov.uk



Holidays in Term Time

- ➤ **STOP!** It could cost more than you think!
- ➤ **PAUSE!** Are you sure it is worth it?
- ➤ **THINK!** Of the effect upon your child.

Every School Day Counts!



Working in partnership with the Education Welfare Service
www.shropshire.gov.uk

Tel: 01939 260 296

Website: www.corbetschool.net

STOP!

Did you know?

- Holidays in term time are not a right and will not normally be granted.
- The law states that the parents are compelled to ensure that their child attends school unless there is reasonable excuse for non-attendance.
- Holiday prices and the fact that parents have booked a holiday before checking with school are not reasonable excuses, and do not count as special circumstances.
- The school is not obliged to authorise absence in term time, but will consider each application individually and assess exceptional circumstances.
- Taking unauthorised leave of absence could result in each parent receiving a Truancy Penalty Notice costing up to £100, per child.

PAUSE!

Have you considered...

- That any decision made by you as a parent to take a holiday in school time will have an effect on your child.
- The disruption that will be caused to other pupils and staff when your child returns to school following absence and is required to catch up.
- The School will have to take into consideration the following points before making a decision:
 - Your child's previous attendance history.
 - The age of your child/children.
 - Your child's stage of education.
 - The time of year (exams or assessment periods).
 - The nature of the trip (exceptional circumstances).
- The School is within its rights to authorise the number of days they feel is acceptable for your child.

THINK...

We know that:

Those children who have the best attendance achieve the best results. Taking a leave of absence will affect their potential.

Research suggests that children who are taken out of school may never catch up on work missed; this can affect test results and so create a problem for you child in the last year of schooling.

Even in exceptional circumstances your child **WILL NOT** be authorised leave in the following situations:

- If your child is in the first term of Year 7.
- If your child is in Year 11.
- During examination or assessment periods.
- If their attendance history is poor.