

Hartismere School

REQUEST FOR ABSENCE OF A SCHOOL CHILD ON ANNUAL HOLIDAY EDUCATION (PUPIL REGISTRATION) REGULATIONS 1995

The Education (Pupil Registration) Regulations 1995 provide for leave of absence for up to 10 school days to be granted to a pupil during term time to enable him/her to go away on holiday. **However the school will not authorise holiday absences except in exceptional circumstances.** After completing this form it should be handed in by your child at Pupil Services for forwarding to the Headmaster as soon as possible before the start of the proposed absence. Only the Headmaster can grant leave of absence. For registration purposes we do need to know if your child is absent from school because they are on holiday.

Reason for this request:

Do you consider this absence to be one which can be regarded as educational? YES/NO

If yes, please give brief details below of why you consider this absence to be educational.

Name of Child

Date of Birth

Form

I, being the parent/guardian of the above child/ren, request that you consider allowing my child/ren to be absent from school in order to go away on holiday

fromreturning to school on a

total of school days

NB – Only apply for leave of absence for the most extreme of circumstances.

Responsibility for granting authorised leave of absence for holiday purposes rests with the Headmaster whose decision is final.

We should point out that absence of this kind could have an adverse effect on your children's education for which we accept no responsibility. (SEE NOTES OVERLEAF)

Signature of Parent/Guardian:.....

To be completed by school office:

Current Attendance %

Permission Granted/Refused Signed: J McAtear, Headmaster

A copy of this form will be returned to you when signed by the Headmaster

Holidays in term time

As you may be aware the Government and Local Authority are actively discouraging parents from taking children on holiday during term time. Parents must apply using this official form.

It is for the Headmaster to decide whether the holiday will be authorised or unauthorised and it must not exceed **ten** school days in any school year. (Forms are still needed for odd days including long weekends.)

Holidays will be considered for authorisation in special circumstances for example:

- Where a parent/carer is a member of the armed forces and whose work prevents them using school holidays.
- Where an employer decides when a holiday may or may not be taken and who provides evidence from the employer.
- Where there is a need for a family to spend time together to support each other during or after a crisis.
- Occasional days e.g. to attend a special family gathering e.g. a wedding, especially where travelling a long distance is involved.

Reasons such as holidays being cheaper in term time will not be accepted.

Please make sure forms are handed in as soon as possible before the start of the proposed absence.

The effect of absence on a pupil's schooling.

A pupil who takes 10 days holiday (whether authorised or not) in an academic year, without any other absences, will only attain 94.7% attendance. This will decrease still further if their attendance is already reduced because of occasional illness.

A pupil who has attendance rate of 90% will, over 5 years, lose half a year of schooling, at 80% the pupil will miss 1 year out of the 5 years of secondary education.

Examination periods.

There are public examinations for a significant part of the school year, and parents should be aware of the dates and the impact of absence on revision periods leading up to examinations.

Year 10 GCSE Some subjects have part of the final GCSE assessment during year 10. (Science in January and June, Modular Maths in March and June). There are year 10 'mock' Examinations in May

Work Experience - this usually takes place during the last two weeks of the summer term.

Year 11 GCSE There are Year 11 'mock' examinations in November/December. There are significant amounts of coursework to be completed by pupils during the autumn and spring terms, with deadlines to be met. The GCSE examination period begins in March with some practical exams, including language orals, art and physical education. The main examination period extends from mid-May until the end of June.

Years 12 & 13 GCE There are two examination periods in January and May/June. Subjects have external assessments during both periods. There are usually mock examinations prior to these external examinations.