



St Mary's C.E. Middle School

Application for Absence in Term Time

By law parents do not have the right to take their children out of school for holidays during term time, such applications will be refused. You must ask permission for your child to miss school. It is ultimately up to the headteacher of your school to decide whether or not the absence will be authorised based on the DASP Attendance Statement (See overleaf). Children's attendance levels for the previous 12 month period will also be taken into account when making any decision. Further details as to the school's policy on attendance are available on the school website or from the School office.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for consideration well in advance of the proposed leave.

To be completed by parent/guardian:

Surname of child		First name	
Date of birth		Class	
Surname of parent/guardian		First name	
Address			
Telephone number			
Length of absence (school days)		From (date)	To (date)
Reason for absence request: (Please use an extra page if necessary)			
Would your child miss any national assessments during the months of May and June?			Yes / no
Is the proposed absence during the month of September?			Yes / no
Would your child be absent for more than ten school days?			Yes / no
Has your child already had leave during term-time this school year? <small>(If so, please give dates and number of school days leave and brief reason)</small>			Yes / no
Did your child have leave of absence for holiday during term-time in the previous school year?			Yes / no

To be completed by school:

Child's current attendance, over previous 12 month period. (To be completed by school)	
Is his/her attendance already below 90% for the previous 12 month period?	
Leave of absence in Term Time	(i) approved _____ school days (ii) not approved _____ school days
Date of Meeting with Parent	
Headteacher Comment	
Headteacher Signature	



DASP Attendance Statement

It is essential that children and young people form good habits of regular attendance at school from an early age and that good attendance is maintained throughout their school career, the schools within the Dorchester Area School Partnership (DASP) deem attendance of 95%+ to be good. All DASP Schools are committed to working together to ensure that there is a consistent approach to school attendance and to supporting parents and carers to achieve good attendance for the children and young people in their care. It is a legal requirement that all children should attend their educational provision and it is the parent/carers responsibility to ensure that their children attend school. To ensure this all schools in DASP have agreed the following:

- It is important that pupils are in school on time. Time keeping is not only important in obtaining maximum benefit from education it is also a key skill for adult life. Lateness is monitored by the school and contributes to absence rates.
- Schools will monitor the attendance of pupils and work closely with Dorset County Council's School Attendance Service to support parents and carers, children and young people where attendance levels are causing concern.
- Whilst we understand that children do become ill on occasions, children who lose a lot of time at school can suffer in the long term from significant gaps in their learning. If a child's health continues to affect their education, schools are obliged to make a referral to School Health to ensure that appropriate medical advice and support is provided to support good attendance.
- If a child is ill or absent from school it is the responsibility of the parent/carer to ensure that they inform the school. DASP schools all operate a targeted "First Day Call" system, which means they will contact you to ask why your child is not in school and when they are expected to return. Please be aware that schools have a duty to safeguard pupils, failure to inform school or respond to a call from school, may result in your child being reported as missing to police or Children's Services.
- Leave of Absence should not be granted during term time, except in exceptional circumstances. The definition of exceptional circumstances are where requests are rare, significant and unavoidable.
- It is essential that any requests for leave of absence for holidays, family events or any other reasons are discussed with your child's Head Teacher prior to the request being made as they cannot be approved unless they are deemed as exceptional circumstances. Any absence which has not been authorised by your child's school will be recorded as "unauthorised". In line with Dorset County Council policy, if a child has 5 days (or 10 sessions) of unauthorised holiday within a period of 12 weeks, a penalty notice of £60 per parent may be issued by Dorset County Council, which if not paid within 21 days will double to £120. If this remains unpaid, parents will be prosecuted in the magistrates' court.

DASP is committed to ensuring that every learner has the opportunity to thrive and achieve and recognises that good attendance is central to this.