

Dear Parents / Carers

Requests for leave of absence in term-time.

The law does not grant parents an automatic right to take their child out of school during term time and any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will still miss out on the teaching that their classmates will receive. Children returning from a term time holiday are also unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something we **all** have a responsibility to avoid.

The Department for Education does allow a head teacher/principal the discretion to consider authorising a holiday in term time but only in special circumstances – these are defined as follows:-

1. service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education
2. when a family needs to spend time together to support each other during or after a crisis

If you consider that your request falls into this category, you will need to complete the Student Leave of Absence Request form attached to this letter. Letters and emails will not be accepted. This should be returned to the school at least 14 days before the start of the absence and a response will be sent to you as soon as possible. If the holiday is not considered to be a special circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised in line with Medway Council guidance.

In the case of an unauthorised holiday the Attendance Advisory Service to Schools and Academies (AASSA) will be notified of the holiday taken and a Penalty Notice will be issued. Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 28 days. Thereafter, if the Penalty remains unpaid this may result in legal action.

All unauthorised holidays taken of 5 days or more will incur the aforementioned fine. If you wish to discuss this further before making an application, please email office@oasis Skinner Street.org and request a meeting with the Attendance Officer.

Yours sincerely

Mrs Victoria Richmond
Principal

Principal – Mrs Victoria Richmond

Skinner Street, Gillingham, Kent, ME7 1LG
Tel: 01634 850213. Fax: 01634 580775

www.oasisacademyskinnerstreet.org

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

If, after reading the letter attached, you consider you have exceptional circumstances to request a leave of absence during term time, please complete this form with any supporting documents attached and return to the school at least 14 days before the date you wish to remove your child from school. We consider every request for absence in relation to the individual pupil's attendance and educational attainment, therefore absence requests may involve an interview with the Principal or school representative.

Name of Pupil:	Class:	Year:
Name of Pupil:	Class:	Year:
Name of Pupil:	Class:	Year:
Home address:		
Absence requested from:		To:
Return to school date:		Total number of school days absent:
Exceptional circumstances are:		
If you are travelling abroad, please state the country you are travelling to:		
<p>I understand that if the request is unauthorised Medway Council will be notified of the absence taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this will result in legal action.</p>		
Name of Parent/Carer:		
Signature:		Date:

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Pupil name:	Attendance %: Date up to:	Previous absence this academic year: Yes/ No No of days:
	Total number of days missed this term:	
Pupil name:	Attendance %: Date up to: Total number of days missed this term:	Previous absence this academic year: Yes/ No No of days:
Pupil name:	Attendance %: Date up to: Total number of days missed this term:	Previous absence this academic year: Yes/ No No of days:
Arrange to meet with Parent/ Carer: <i>Please delete as appropriate:</i> Yes / No	BromCom updated :	Signed: Date: Attendance Officer
AASSA notified:	Date parent advised of decision:	Calendar updated :

AUTHORISED: Your request has been authorised for the following dates: ___ / ___ / ___ to ___ / ___ / ___

UNAUTHORISED: Your request has been unauthorised for the following dates: ___ / ___ / ___ to ___ / ___ / ___
This means that it is not considered that the circumstances you describe are exceptional. If you proceed to take the absence a Penalty Notice/s may be issued.

Signed

Principal

Date ___ / ___ / ___

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