



**Aston Rowant C+E Primary School**  
**School Lane, Aston Rowant, Oxon OX49 5SU**  
**01844 351671**      [office@aston-rowant.oxon.sch.uk](mailto:office@aston-rowant.oxon.sch.uk)  
*Headteacher: Mrs Helen France*

**APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM  
SCHOOL DURING TERM TIME**

Please note: taking your child out of school during term time could be detrimental to your child's educational progress

Full Name of Child(ren): \_\_\_\_\_

Address: \_\_\_\_\_

Leave requested from: \_\_\_\_\_

To: \_\_\_\_\_

Total number of school days: \_\_\_\_\_

Please give the reason for your application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please continue on a separate sheet if necessary.

Date: \_\_\_\_\_

I/we have read the information on the reverse of this application and would like to formally request the leave of absence as shown.

Name of Parent/Carer: \_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_

This request form can be obtained from the school office and returned either by email or by hand, with any necessary attachments.

Applications for absences for appointments, which cannot be arranged for outside of the school day or in the school holidays must include a copy of the official appointment letter.

Applications should be received at least 10 working days prior to the proposed absence. The school will respond in writing to your request for leave of absence from School for during term time within a week of receiving your application.

Office Use Only:      Date letter received at school: \_\_\_\_\_

Attachments provided: \_\_\_\_\_

Reply sent by school: \_\_\_\_\_



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#### **HOLIDAYS IN TERM TIME**

(Refer to the OCC Guide 'Taking Holidays in Term Time')

Holidays during term time are not permitted and is recorded as unauthorised absence. Parents will be reminded of the effect that absences can have on a pupil's potential achievement. **In very exceptional circumstances**, the school will consider authorising up to 10 days absence, but parents must apply in writing fourteen days in advance to the Headteacher for permission.

#### **ATTENDANCE TARGETS**

The school will set attendance targets each year. For academic year 2020/2021 the target is 97%. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work.

Our school's targets are:

- Attendance registers, by law, must be kept for at least 3 years;
- Computer registers must be printed out at least once a month and bound into annual volumes
- Entries in paper registers must be in ink;
- All corrections must be visible (no correcting fluid)

The registers must be safely stored. Following morning and afternoon registration, the registers will be collected by a pupil monitor who will take them to the office. Registers will be checked by the school office and returned to the classes.

#### **THE LAW**

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he may have

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child. The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act. Part VI Section 444 details when an offence is committed if a child fails to attend school.

#### **REGISTER AND ADMISSION ROLL KEEPING**

The legal requirements regarding register and admission roll keeping can be found in The Education [Pupil Registration] (England) Regulations 2006.

#### **CATEGORISATION OF ABSENCE**

Any pupil who is on roll but not present in the school at the time of registration must be recorded within one of these categories:

##### **1. Unauthorised Absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without a valid reason. Some examples of an absence that would typically be classed as 'unauthorised' include but are not limited to:

- Holidays or family days out during term time unless pre-arranged and agreed by the Headteacher as very 'exceptional circumstances'
- Absence due to tiredness or feeling a little 'under the weather'
- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays
- Excessive illness without medical evidence

##### **2. Authorised Absence**

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996. Some examples of an absence that would typically be classed as 'authorised' include but are not limited to:

- Medical appointments that cannot be scheduled outside of school hours
- Recognised examinations (i.e. a music exam that cannot be rescheduled)
- Sickness supported by medical evidence

##### **3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school. This would include:

- Field trips and educational visits;
- Sporting activities;
- Link courses or approved education off site;
- Most types of dual registration.

**Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.**