



John T Rice Infant & Nursery School
Braemar Road
Forest Town
Mansfield
Notts
NG19 0LL

REQUEST TO REMOVE CHILD FROM EDUCATION DURING TERM TIME

Every Day Counts

Good Attendance in School = Good Progress

Overleaf is an application form for you to request permission to remove your child from education during term time. Before completing the request form, please read these notes carefully:

- The law states that you do not have the right to take your child out of school for holidays during term time and schools cannot authorise them. The Local Authority works with schools to reduce the numbers of children missing education because of holidays taken in term time and schools MUST refuse your request to take your child out of school.
- If you wish to take your child out of school during term time, you MUST inform the school as soon as possible & at least 4 weeks in advance in writing using the request form overleaf. Permission for authorised removal of a child from education may be granted in exceptional circumstances.
- The Department for Education state that the removal of a child from education during term time due to the following reasons will not be authorised:
 - availability of cheaper holidays
 - availability of desired accommodation
 - poor weather experienced in the school holiday period
 - overlap with beginning or end of term
 - holidays booked before checking with the school
 - day trips
 - birthdays
- There are certain times of the year when a child may experience extra problems because of missing school. These include SATs & Phonics Screening periods, at the time of starting a new school and at the start of a new term.
- If the school refuse your request and you still remove your child from education the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice being issued against you or prosecution for irregular school attendance.

Having read these notes, if you still wish to remove your child from education during term time then please complete the form. The form should be returned to your child's school as far in advance of the proposed request for removal of child from education giving at least 4 weeks' notice.

JOHN T. RICE INFANT AND NURSERY SCHOOL

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Please list all school age children that you wish to make the request for

Pupil's name _____ Class _____

Pupil's name _____ Class _____

Pupil's name _____ Class _____

Pupil's name _____ Class _____

Pupil's name _____ Class _____

Home address _____

I wish to remove for my child/ children from school on the following dates:

First date of leave _____ Date of return to school _____

Total number of school days being missed _____

Please explain the circumstances that make it necessary to remove your child from school in term time

I make the application to remove my child/children (named above) from school for the reasons stated. I understand that if this is not agreed, then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or prosecution for irregular school attendance.

Name of Parent/ Carer making application _____

Signed: _____

Date: _____

PLEASE RETURN THE COMPLETED APPLICATION FORM AS SOON AS POSSIBLE & AT LEAST 4 WEEKS PRIOR TO INTENDED ABSENCE

Please note: The school will inform you of our decision in writing.

