



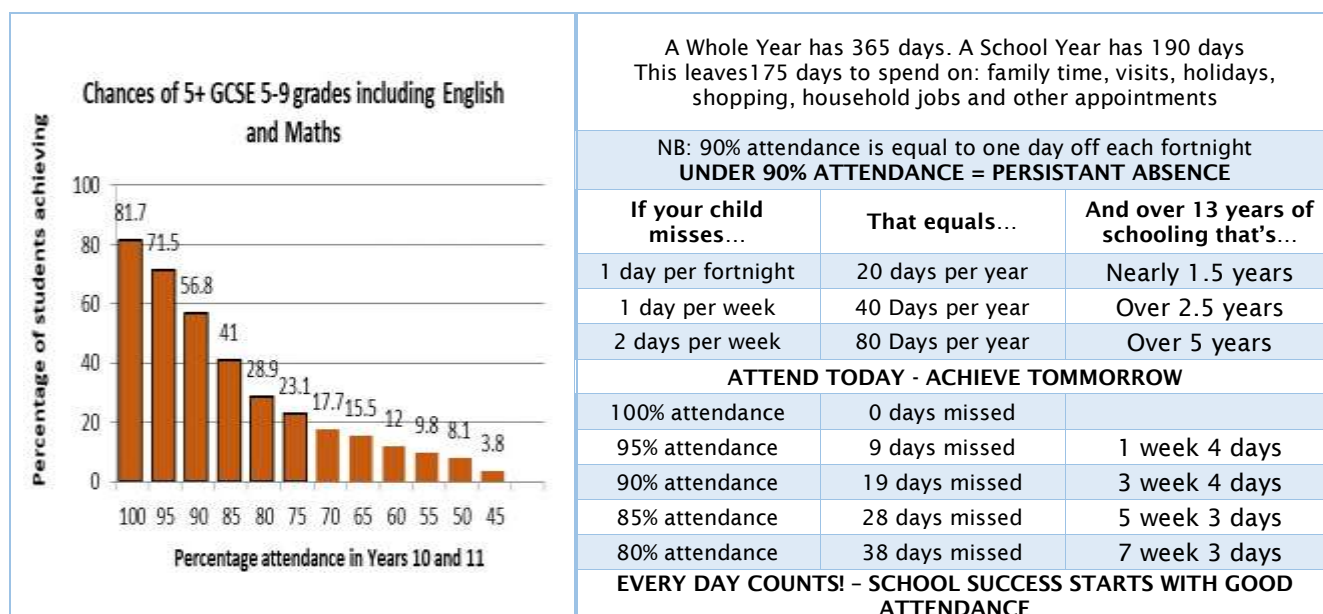
## HESTON COMMUNITY SCHOOL

### Parental Request for Term Time Absence

Parents are expected to organise family travel outside term dates during school holiday periods.

The DfE have instructed Schools not to authorise holidays during term time.

Student Name:	
Tutor Group:	
Destination:	
Start Date of intended absence:	
Date child will return to school:	
Reason for absence:	
Work or Educational activities being completed during the visit:	
<p>I understand that I am <b>NOT</b> entitled to any leave of absence during term time and if taken, that it is most likely to be recorded by the School as an unauthorised absence.</p> <p>I understand that because of the School Attendance Regulations, the Headteacher will be obliged to remove my child's name from the school roll if he/she does not return to school within 20 school days of the date given above.</p> <p>I accept responsibility for my child's education during the time that he/she is absent from school.</p>	
Signed: [Parent/Carer]	
Date:	



## REQUEST FOR TERM-TIME LEAVE

Any request for leave of absence during term time should be given in writing to the Welfare Office - in good time for a response - marked for the attention of the Deputy Headteacher Mr O'Hagan. It should clearly state the student's name, the reason for and the length of time requested. Parents sometimes confuse 'telling' the School as being good enough - this is not so.

If a child goes abroad during a School holiday period, the parent must make definite arrangements so that they return in good time for School re-opening. If a family experiences unexpected delays in returning from a trip abroad or from within the UK, for whatever reason, the School will require documentary evidence accompanied with proof of original return dates i.e. tickets or an official travel plan showing intent to return on time. Medical documentation should be in English.

Heston Community School follows the London Borough of Hounslow's policy that all leave of absence will be recorded as unauthorised, except in exceptional circumstances. The parents of a child of compulsory school age are required by law to ensure that the child regularly attends the school at which he/she is registered. Should a parent fail to ensure that their child attends that school regularly then the parent is guilty of an offence. Parents who are convicted of this offence may be fined up to £2,500



**TO ACHIEVE EXCELLENT ATTENDANCE  
AT HESTON COMMUNITY SCHOOL**

**MEANS ONLY 20 DAYS' ABSENCE  
IN FIVE YEARS**

**THAT IS ONLY FOUR DAYS A YEAR**