

Section 1 – to be completed by the applicant, all questions must be answered

Child's Surname (s) Child's First names (s)
 Date of Birth Gender: Male/Female (please circle)

Name(s) of parents(s) or guardians with parental responsibility

Parent 1 (Mr/Mrs/Miss/Ms) First name and Surname
 Parent 2 (Mr/Mrs/Miss/Ms) First name and Surname

Name of Church you attend

Address Postcode

Name of Priest/Vicar/Rector/Minister:

Have you been attending the above Church at least fortnightly for the past year?
 Yes / No (Please Circle)

I/We, the Parent(s)/Guardian(s) of the above child, apply for their entry to Christ Church Primary School and declare the above facts to be true, if our child should gain a place.

Parent(s)/Guardian(s)
 signature.....Date.....

Section 2 – All questions are to be answered by the Rector/Vicar/Minister/Priest for Parent(s)/Guardian(s) applying for a place at Christ Church Primary School

Form to be completed by
 (Name of Rector / Vicar / Minister / Priest) of

Name of Church

Address
 Postcode

Can you please confirm the details on section 1? Yes / No (please circle)

If the answer to the above no, please provide details of the church the applicant attends, if the answer is yes, please proceed to the next question

Please could you tell us if they have attended at least fortnightly and for the last year at the church? Yes/No (please circle)

Signed **Date**.....

PARENTS/GUARDIANS/CARERS MUST RETURN THIS FORM
 to: Christ Church Primary School, 47a Brick Lane, Spitalfields, London, E1 6PU by **15 JANUARY 2013**. You must also complete your Local Authorities Common Application Form naming Christ Church Primary School as one of your preferences.

NOT VALID WITHOUT
 OFFICIAL CHURCH
 STAMP

LONDON BOROUGH OF TOWER HAMLETS

GOVERNORS' POLICY ON HOLIDAYS AND LEAVE IN TERM TIME

The Department for Education has issued new guidance to schools and Local Authorities in relation to holidays and leave in term time and this policy reflects the requirements of this guidance.

The School Governing Body has authorised the Head teacher to act on its behalf in ensuring that the school fully complies with the requirements.

Applications for Holidays or Leave in Term Time

Any applications for leave in term time for other reasons must be submitted at least 10 days in advance to the Head teacher. Applications received during or after a pupil has been taken on leave during term time cannot be considered and the absence will be unauthorised.

Parents/Carers must provide supporting evidence of any exceptional circumstances and why the leave must be taken in term time instead of in the school holidays. All applications will be considered carefully, including how the pupil's educational progress could be affected. Where the request for leave involves travelling abroad parents are asked to produce the return tickets before leave is approved.

Holidays in Term Time

The guidance from the Department for Education states that applications from parents/carers for pupils to take leave in term time for the purpose of a holiday should not be authorised. Parents/Carers are expected to arrange holidays during school holiday periods when children can enjoy them without their education being disrupted. This position is fully supported by the Local Authority.

Any applications for holidays in term time will be refused by the Head teacher.

Leave in Term Time for Other Reasons

Requests for leave in term time for other reasons can only be agreed in exceptional circumstances and for the shortest possible period. The School Governing Body also expects applications for leave in term time other than for holidays to normally be refused. However, in exceptional circumstances discretion may be appropriate, although this will very rarely happen and no more than 10 days will normally be agreed.

When considering an application for leave in term time for exceptional circumstances, the Head teacher must be convinced that:

- (1) The exceptional circumstances are justified by supporting evidence provided by the parents/carers related to the circumstances and that the supporting evidence is valid; and
- (2) The evidence necessarily warrants the child being absent from school in term time - does the child have to be absent in term time due to the circumstances or can it wait until the school holidays?

Taking of Unauthorised Leave in Term Time

Where parents/carers choose to take pupils on unauthorised leave in term time then the pupils will be referred to the Attendance & Welfare Service for follow-up and consideration for action using the LBTH Penalty Notice Scheme to address Attendance-related Concerns –September 2013.

A Penalty Notice may be served on an individual parent/carer per individual child basis when the child has had 6 sessions (3 days) of unauthorised leave in term time. Where 2 parent/carers take 3 children on unauthorised leave in term time then they will receive 3 Penalty Notices of £60 each - £180 per parent and £360 in total. There is no right of appeal.

Losing the school place

Parents are responsible for returning their child to school on time. After 4 weeks (20 school days) of unauthorised absence, the pupil's name will be removed from the register. Parents will then have to re-apply for admission when they return but it may not be possible for the pupil to return to this school.

I have read and understood the governors' policy above.

Name of pupil _____ **Date of birth** _____

Signature of parent or guardian _____

Date _____