

REQUEST FOR PLANNED ABSENCE DURING TERM TIME

FROM DECEMBER 2015

This form should be completed and signed by the parent / carer and returned to the Headteacher before the commencement of the period of absence and before making any bookings regarding the absence.
Absence will only be granted in EXCEPTIONAL CIRCUMSTANCES.

PLEASE NOTE:

- In line with DFE policy the school's position is that leave of absence in term time will only be authorised in exceptional circumstances such as attendance at family weddings, funerals, educational examinations or participation in religious observance and only then if attendance is over 85%. Availability of cheap holidays and overlap with the beginning and end of term will not be accepted as exceptional circumstances.
- Parents should be aware that periods of unauthorised absence may lead to a fixed penalty notice being issued by the Education Welfare Service. Penalty notices are per parent per child e.g. 2 parents taking 2 children away= 4 fines
- In making a decision, we will consider your child's attendance history, their age and stage of education, the time of year (i.e. proximity to any SATs or teacher assessments), the length and reason for the absence, your previous requests for absence and their reasons, and the validity of any other exceptional circumstances which you state.
- If your child has a history of arriving late to school (after 8:55am) this will be taken into consideration.
- All holidays and exam dates have been circulated via the school newsletter, and are available on the school website www.cheadleheathprimary.co.uk

To: Ms C. Meekley, Headteacher

I wish to apply for leave of absence from school, during term time, for my child/children:

Child's name _____ Class teacher _____

Child's name _____ Class teacher _____

• From: _____ day _____ date _____ month

• To: _____ day _____ date _____ month

Number of **school** days absent in total (not including weekends): _____

The exceptional circumstances for this request are _____

Signed _____ Parent / Carer Date _____

Response to Request for Leave of Absence

The school will authorise this leave of absence as above. Please be aware that any further days you take in addition to these taken will be counted as unauthorised absence.

The school will not authorise this leave of absence for the following reason/s: _____

therefore if you take your child out of school this will appear as an unauthorised absence on their school record.

Signed _____
Christine Meekley, Headteacher

Date _____