

ABSENCE REQUEST FORM ST MARY'S CATHOLIC PRIMARY EVESHAM

Application for leave of absence for the purposes of a family event, religious observance or an extended trip overseas during term time.

Part 1- School to complete this section before sending home		
Child(ren)'s name		Class

Level of attendance during last academic year, current academic year

Child(ren) will /will not be sitting examinations/SATs during this year.
(Delete as appropriate).

Other relevant information e.g. out of school learning planned/ presentation day
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Part 2- Parent/Carer to complete
To: The Head teacher/Chair of Governors of St. Mary's Catholic Primary School (give reason for absence request below – or attach a letter. No absence will be authorised without a supporting letter of explanation.):

Dates for which leave of absence is requested

From: (first day of absence)	To: (last day of absence)	Number of School Days:
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Destination:

Date: Signed (Parent/Carer)

Part 3 – To be complete by Head teacher (or nominated person)

Leave of absence authorised/ not authorised /part-authorized (number of days authorized: _____)
Reasons given:

You may wish to make an appointment to discuss this decision with the Head teacher.

Date: Signed

Application for leave of absence for the purposes of a family event, religious observance or an extended trip overseas during term time:

St. Mary's Catholic Primary School, Evesham

The School's Policy

The school considers that all absences from school will disrupt a child's continuity of learning. As a consequence it believes that absences should be kept to a minimum in order to maximise your child's potential.

What the Law says

Regulations make it clear that parents do not have any right or entitlement to take a child out of school for the purposes of a term-time holiday.

It is the decision of the Head Teacher as to what might constitute exceptional circumstances and each request for term-time absence will be considered on an individual basis. A Head Teacher will not accept as an exceptional circumstance the fact that a holiday is cheaper during term-time.

An exceptional circumstance is much more likely to be a one-off, unique situation such as a parent, grandparent or other close relative is seriously ill and the holiday proposed is likely to be the last such holiday; or there may have been a significant trauma in the family recently and the Head teacher might consider that an immediate holiday might enable the child concerned to better deal with the situation; or the holiday might be a unique, one-off never-to-be-repeated occasion which can only take place at the time requested.

The Head Teacher will also look very carefully at the child's previous attendance record and should he or she have concerns, for example, should the child's average attendance be below 95%, it is highly unlikely that the Head teacher will agree to authorise any further absence.

Other factors will include the likely impact on the child's education, particularly in terms of continuity of learning; **there is a strong link between the amount of absence in a school and the qualifications that its pupils achieve**; whether the absence falls during a year in which the child is due to take a public examination or be involved in Government tests (e.g. SATs), at the beginning of the academic year etc.

Applying for Leave of Absence for Holidays during Term Time

Applications should be made using the reverse side of this form at least 6 weeks in advance of the proposed holiday dates. (Parents are advised to apply for leave of absence before they confirm their holiday arrangements.) **Parents will be informed of the outcome of their application for leave of absence.**