



ST PAUL'S CE PRIMARY SCHOOL: REQUEST FOR TERM TIME LEAVE OF ABSENCE

Government guidance states that under **special or exceptional circumstances** the Headteacher **may** consider giving permission for a child to be absent from school during term time. The Governing Body have recently reviewed their policy and this is outlined below:

In line with national and local guidance, I would like to clearly outline when permission **will not** be granted:

- During transition time as a pupil is settling into the school.
- Immediately before or during SATs.
- If the pupil already has unauthorised absences.

The Education (Pupil Registration) (England) Regulations 2006

Holidays taken for the following reasons will not normally be authorised:

- Availability of cheap holiday and/or availability of desired accommodation.
- Poor weather experienced in school holiday period.
- Overlap with beginning or end of term.

All requests for leave during term (including medical appointments) will be considered by the Headteacher.

Any granting of leave during term time does not set a precedent for similar future requests and the frequency/duration of such leave periods will be considered as factors in any decisions.

Any approved leave must be subject to a contract/agreement between parents and school stating what leave has been granted and the pupil's date of return to school.

PUPIL DETAILS

Name(s): _____ Date(s) of Birth: _____ Year Group(s): _____

ABSENCE DETAILS

I request permission for my child/children to be absent from St Paul's CE Primary School [insert dates/times below]

from: _____ **to:** _____ **Time(s):** _____

The leave of absence is being requested for: _____

I understand that keeping my child off School for any longer than agreed, or if my request is not authorised will result in the absence being recorded as "unauthorised". This may result in action being taken against me for non-attendance at school.

Parent/Carer Name: _____ Signature: _____ Date: _____

Headteacher: Mrs J Burger

I hereby give permission for the leave of absence request.

Whilst I acknowledge your circumstances and understand your reasons for this request, unfortunately I am not able to authorise the absence from school, in line with our Attendance Policy

Signed: _____ Date: _____

For office use only:

Absence letter sent:

Attendance register updated:

Class Teacher informed: