



CSET Primary Schools REQUEST TO TAKE ABSENCE IN TERM TIME



Before completing this request form, parents must refer to the information on the reverse of this form.

Completed forms should be returned to the office at least two weeks in advance of the proposed absence, and before any bookings are made.

Name:	Class:	
Date From:	Date To:	Total Number of School Days

Please give FULL details of the special circumstances that require absence from school during term time (If this section is not completed, permission cannot be granted.)

Signature of Parent/Carer: _____

Date:- _____

<p><u>For completion by office</u></p> <p>Attendance Record between the dates of _____ & _____ %</p> <p>All Illness/Medical Absences _____ Sessions</p> <p>Holiday / Other Absences _____ Sessions</p>	<p>Leave of Absence will <u>not</u> be granted during the following events</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">All Year Groups First 2 weeks of new year (settling in period)</td> </tr> <tr> <td style="text-align: center;">Year 1 & 2 Phonics Screening Week</td> <td style="text-align: center;">Year 2 (KS1 Sats) Year 6 (KS2 Sats)</td> </tr> </table>	All Year Groups First 2 weeks of new year (settling in period)		Year 1 & 2 Phonics Screening Week	Year 2 (KS1 Sats) Year 6 (KS2 Sats)
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Year 1 & 2 Phonics Screening Week	Year 2 (KS1 Sats) Year 6 (KS2 Sats)				
<u>HEADTEACHER'S DECISION:</u>					
<p>Absence to be recorded as :</p> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">Authorised Exceptional Circumstance</td> <td style="width: 33%;">Authorised Educational / Medical Reason</td> <td style="width: 33%;">Unauthorised</td> </tr> </table> <p>Comments:</p>		Authorised Exceptional Circumstance	Authorised Educational / Medical Reason	Unauthorised	
Authorised Exceptional Circumstance	Authorised Educational / Medical Reason	Unauthorised			
<p>Signed: _____ Date: _____</p>					

“Every Lesson Counts”

Dear Parent/Carer,

The information within this letter stresses the importance of school attendance and to ask for your support in not taking your child out of school during term time.

Every lesson really does count for your child; children can quickly fall behind if even one day is missed. Holidays and infrequent days taken in term time (long weekends etc) can have a detrimental effect. Catching up even a little lost time in school can be difficult for children. The gap in learning makes them more likely to feel alienated from their class and struggle to ‘catch up’. There have been incidents where a break in attendance has caused children become more reluctant to attend school and academic progress affected. If poor attendance habits develop at primary school, children can struggle at secondary school or be at increased risk of harm.

Decisions to authorise leave during term time is at the discretion of the school Headteacher. If you are considering requesting leave for your child in term time, the school takes the South Gloucestershire Council guidance into consideration.

The school WILL NOT authorise absences for:

- Shopping, birthdays or similar occasions.
- Any pupil who has an attendance rate of less than 95% over the last 12 months

Leave of Absence will **not** be granted during the following weeks

Dates	Year Group(s) this affects
September – First 2 weeks of term	All Year Groups (settling in period)
Week Beginning 8 th May 2017	Year 2 (KS1 Sats) Year 6 (KS2 Sats)
Week Beginning 12 th June 2017	Year 1 & 2 Phonics Screening

Any unauthorised leave in term time of more than 10 sessions (5 days) in one term may result in a Penalty Notice being issued. The Notice is a fine of £60 -£120 per parent, per child. If the Notice remains unpaid after 42 days the local authority will prosecute the parent for the non-attendance of the child at school.

For further information about leave in term time please contact the school or the Family Intervention and Support Service (North) at Patchway Hub