

Trinity St. Peter's C.E. Primary School

REQUEST FOR PUPIL AUTHORISED ABSENCE

To be completed by Parent/Carer

Pupil's Name: _____ Class: _____

Number of school days requested _____

First day pupil will be absent _____ (day) _____ (date)

The date the pupil will return to school _____ (day) _____ (date)

I have enclosed a letter to support this application ____ (Please tick)

I have read the 'Authorised Absence' information for parents (overleaf) ____ (Please tick)

(A supporting letter of application, explaining the special circumstances for the request, must be attached to this form and submitted at least one week before the requested date.)

Parent(s)/Carer(s) Name: _____

Signature: _____ Date of Request: _____

(Please tick) *I understand that if I keep my child off school for any longer period than agreed by the Head teacher this will result in unauthorised absence.*

To be completed by School:

Authorised absences this academic year _____ Current attendance _____ %



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RETURN SLIP

Pupil's Name: _____ Class: _____ Date _____

The request for authorised absence is approved / not approved.

(Head teacher)

Authorised Absence Information

Please read in conjunction with the school's Authorised Absence Policy.

The present regulations relating to leave of absence in term time are given in Education Regulation 1981, Regulation 12 which says that: “.. a pupil **may** be granted leave of absence from the school.....to partake of annual holiday. Save in exceptional circumstances a pupil shall not.....Be granted more than 2 weeks leave of absence in any year.”

- Requests for authorised absences should only be made in special circumstances e.g .a family crisis, a one off event that cannot be arranged at another time.
- All requests should be made to the Head Teacher by completing the appropriate form and enclosing a supporting letter explaining the special circumstances for the request.
- All authorised absence is at the discretion of the Head teacher.
- Parents are advised to gain permission for authorised absence prior to booking trips/holidays. Having already booked holidays will not be accepted as a reason for requests to be granted.
- The Governors do not consider cost as a ‘special circumstance’ for granting authorised absences.
- Parents are discouraged from repeating holiday requests year on year.
- Unauthorised absences will be reported to the Education Welfare Officer.

Requests for authorised absences will be refused if:

- Other arrangements can be made.
- Dates requested are close to arranged school holiday dates e.g. within 1 week of school holidays.
- A pupil's attendance is below the school attendance target of 96.5%.
- Time out will adversely affect pupil performance.
- SATs are planned to take place during the time requested.
- There are other important school events taking place during the requested time.
- There is a pattern of year on year requests for authorised absences.

Attendance and Welfare Service: Role of the Education Welfare Officer (EWO)

If the school's efforts are failing to secure regular attendance, the school will request support from the Attendance & Welfare Service. The Education Welfare Officer will liaise between home and school and engage with other agencies where appropriate. These may include Social Care, Young Carers, the police and services from the voluntary sector.