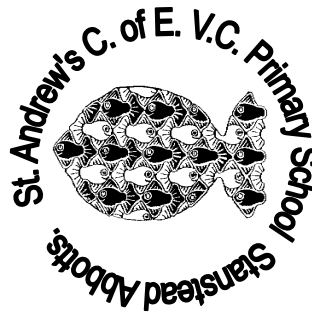


Headteacher: Mrs Shirley A. Arnold
BSc (Hons) PGCE NPQH

Telephone: 01920-870097
Fax: 01920-872556

Web: www.standrews323.herts.sch.uk
Email: admin@standrews323.herts.sch.uk



St. Andrew's C of E VC Primary School
Mill Race
Stanstead Abbots
Nr. Ware
Hertfordshire
SG12 8BZ

ABSENCE REQUEST

As a parent or carer, you should fill in the appropriate part of the attached form if you want to take your child out of school during term time

Please fill in **Part A** for unavoidable, but not exceptional, absence in term time. Please be aware that for absences of **5 days or more**, you will need to make an appointment to meet with the Headteacher.

OR

Please fill in **Part B** for absence in term time due to exceptional circumstances.

For information

The conditions under which leave of absence during term time may be granted are contained in Reg. 7 of the Education (Pupils Registration) Regulations 2006 and Sections 62-68 of DfE publication Keeping Pupil Registers 2008. DfE guidelines state "Amendments [enforced 1st September 2013] to the 2006 regulations **remove** references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers **may not** grant **any** leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted."

Hertfordshire County Council guidelines state that children should not be absent from school to go on a family holiday and there is no right to do so in term time. If you are considering a holiday, do not assume that authorisation will be granted. Only in exceptional circumstances may the Headteacher give permission for a child to be absent. Parents should discuss the circumstances with the Headteacher, who will determine the number of school days a child can be absent, if leave is granted. Permission will not be given for any retrospective applications. If your child is absent from school due to leave that has not been agreed, this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

An unauthorised absence will necessarily be placed on your child's attendance record. Their attendance will be monitored by the Attendance Improvement Officer and the absence record will follow them throughout their school career. The school's overall attendance performance is reflected in our Ofsted report.

After completing the form please return it to the School Office no less than 2 weeks prior to the date when you require the absence to start. **If** you need to make an appointment to see the Headteacher, Mrs Woodall, please indicate a day of the week and either a morning or afternoon session which is more favourable to you and we will endeavour to accommodate your preferred choice.

Thank you.



Please fill out the appropriate form for your circumstance and return it to the School Office:-

PART A:

APPLICATION FOR AN UNAUTHORISED ABSENCE

CHILD'S NAME _____ YEAR _____

ABSENCE DATES (away from school) From _____ To _____

NUMBER OF SCHOOL DAYS _____

REASON WHY ABSENCE IS NECESSARY DURING TERM-TIME:

Signed _____ (Parent/Carer) Date _____

Please note: For absences of **5 days or more**, you will be contacted in order to make an appointment to meet with Mrs Arnold.

I would be available on a _____ (day of week) am / pm (*delete as appropriate*).
Thank you.

FOR OFFICE USE ONLY

Appointment details: Date: _____ Time: _____ Confirmed: _____

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PART B:

APPLICATION FOR AN EXCEPTIONAL CIRCUMSTANCE REQUEST

CHILD'S NAME _____ YEAR _____

ABSENCE DATES (away from school) From _____ To _____

NUMBER OF SCHOOL DAYS _____

PURPOSE OF REQUEST; THE EXCEPTIONAL CIRCUMSTANCE:

Signed _____ (Parent/Carer) Date _____

Please note: You will contacted in order to make an appointment with Mrs Arnold.

I would be available on a _____ (day of week) am / pm (*delete as appropriate*).
Thank you.

FOR OFFICE USE ONLY

Appointment details: Date: _____ Time: _____ Confirmed: _____

Permission Granted: Authorised: _____ Unauthorised: _____

