

Aldermaston CE Primary School



REQUEST FOR LEAVE OF ABSENCE FROM PRIMARY SCHOOL DURING TERM TIME

The school follows government guidance when deciding whether to authorise absences from school during term time. We are only allowed to authorise absences in exceptional circumstances.

It is at the school's discretion to decide which circumstances are 'exceptional'.

Examples of circumstances that are not exceptional may include:

- Cheap holidays or holidays that have already been paid for
- Absence that coincides with important school events such as the start of term or exams

As a general guideline, exceptional absence circumstances usually apply only to immediate family.

Missing two weeks of school for a holiday might not seem like very much, but it can have a big effect on your child's education.

For example, if your child misses two weeks of school every year, this adds up to more than two terms over the child's whole time in school.

Making sure your child attends school as much as possible means:

- Your child will have the same education and opportunities as everyone else in the class
- You won't need to worry about catching up on work, or that your child might fall behind because of missing an important lesson
- Your child won't miss out on activities at the start and end of term, which are often fun and a chance to develop friendships

Any absence taken where a request has been refused will be recorded as "Unauthorised absence".

You can find out more about the rules around term-time absence in the following sources:

School attendance and absence: overview, GOV.UK
<https://www.gov.uk/school-attendance-absence/overview>

The Education (Pupil Registration) (England) (Amendment) Regulations 2013: regulation 2, legislation.gov.uk
<http://www.legislation.gov.uk/uksi/2013/756/regulation/2/made>

REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

To be completed at least one month before the proposed leave of absence.



Name of Student:	Class:
Purpose of Absence:	
Reason for absence during term time:	
Proposed start date of absence:	Date of return to School:
Reason why it is not possible to take holiday other than in term time:	
Are there siblings at another West Berkshire School? YES/NO	
If so, which school is it?	

Signed: _____ (Parent/Guardian)

Date: _____

School to complete:

Number of days absence requested:	
Percentage attendance:	
Has holiday during term time been requested previously and if so, when and how many days:	
Holiday leave is:	APPROVED/NOT APPROVED
Reason:	
Date Parent/Guardian Informed of decision:	

Signed _____ (Headteacher)

Date _____