



Steyning C of E Primary School

Request for Absence in School Time



Please note: Requests for absence for holidays in term time will not be authorised.
For any absence, you may be asked to supply further supporting documents.

Parent/Guardian Name and Address		How to use this form	
		<ul style="list-style-type: none">Use for all absences other than sicknessReturn form to school in <u>advance</u> of requested absence otherwise the absence will automatically be unauthorisedPlease ensure you have read the guidance notes in full and signed in both placesUse a separate form for each child and each absence	
PARENT/GUARDIAN TO COMPLETE THIS SECTION			
Name of Child:		Class:	
Is this the first request for absence this academic year?		YES	/ NO
Dates of absence requested: Start date: End date:		No. of school days requested:	
Reason for absence:			
Contact details whilst abroad/absent from school If your child is being taken out of school during the term time and the details of their location is not provided, this could turn into a serious safeguarding issue. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide required information then the school may make a referral to the <u>International Police and International Social Services</u> as a 'missing child'. Address whilst away: _____ _____ Telephone number whilst away: _____ Email address whilst away _____ Please attach proof of where you will be whilst away <i>I make application for my child named over the page to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a penalty notice or a summons to court for irregular school attendance.</i>			
I confirm the above details are correct and I have read and understood the guidance Title _____ Full Name _____ Tel: _____ Signature: _____ Date: _____ Relationship to child: _____			

Guidance

Following Government legislation we are unable to authorise requests for holiday during term time.

A referral will be made to WSCC and you may be issued with a Fixed Penalty Notice or prosecuted in a Magistrates Court if unauthorised holiday is taken.

Please be advised that leave of absence in term time is not a right and will only be granted under exceptional circumstances.

Each case is considered individually; however, leave will not usually be granted if your child already has low attendance or if the leave coincides with important examinations.

Therefore, no absence of any kind will be authorised for Year 2 and 6 from the beginning of the Spring Term until the National Curriculum Tests in early May

Government guidelines state that children may only be absent from school for the following reasons:

- Illness and treatments (e.g. dentist, opticians). Appointments should be made outside of school hours where possible
- An organised educational course
- An organised sports competition or approved public performance
- Family bereavement or exceptional family circumstances
- Days of religious observance

Absence will NOT be authorised for reasons such as:

- Days out and long weekends
- Birthday treats involving absence
- Shopping trips
- Visiting relatives

These are all unauthorised reasons for absence from school and by condoning them you are encouraging bad attendance habits.

I have read and understood the guidance: Signed _____ **Full Name** _____

SCHOOL OFFICE TO COMPLETE THIS SECTION

Current Attendance: %	Supporting documents requested: Date: By:
Days off Sick: Leave of absence taken:	Received:
Other Absences:	
Code:	Date entered:
Reply sent:	Signed:

HEAD TEACHER TO COMPLETE THIS SECTION

Absence Authorised? YES / NO

Signature: _____ Date: _____

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL OFFICE.
WHERE POSSIBLE YOU SHOULD GIVE AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE.**