



# Stepping Stone 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"> <li>Use for all absences other than sickness</li> <li><b>Return form to school in <u>advance</u> of requested absence otherwise the absence will automatically be unauthorised</b></li> <li><b>Please ensure you have read the guidance notes in full and signed in both places</b></li> <li>Use a separate form for each child and each absence</li> </ul>
<b>PARENT/GUARDIAN TO COMPLETE THIS SECTION</b>	
<b>Name of Child:</b>	<b>Class:</b>
Is this the first request for absence this academic year? YES <input type="checkbox"/> / NO <input type="checkbox"/>	
Dates of absence requested: <b>Start date:</b> _____ <b>End date:</b> _____	No. of school days requested: _____
<b>Reason for absence:</b>          	
<p><b>Contact details whilst abroad/absent from school</b></p> <p>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 <a href="#">International Police and International Social Services</a> as a 'missing child'.</p> <p>Address whilst away: _____ _____</p> <p>Telephone number whilst away: _____</p> <p>Email address whilst away _____</p> <p><b>Please attach proof of where you will be whilst away</b></p> <p><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></p>	
<p><b>I confirm the above details are correct and I have read and understood the guidance on the reverse of this page</b></p> <p>Title _____ Full Name _____ Tel: _____</p> <p>Signature: _____ Date: _____</p> <p>Relationship to child: _____</p>	

### 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, hospital). 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.

### 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.**