

St Alfege with St Peter's CE Primary School

Creek Road, Greenwich, London SE10 9RB

Chair of Governors: David Grant

Headteacher: Hazel Burnie



ABSENCE FORM

Application for leave of absence for a school pupil in term time

This application is to be completed by the parent / carer and returned to the Headteacher not less than 4 weeks **before** the proposed period of absence. The Headteacher may wish to consult with the Chair of the School Governors before a decision is reached.

Child's name: **Class:**

I wish to apply for my child to be absent from school for the following reason:

.....

From: **to:**.....

Number of days required:

My child will return to school on:

Holiday leave is not an entitlement. Request for holiday leave during the school year will only be granted in exceptional circumstances and on a case-by-case basis.

A pupil's absence from school is not allowed unless approval has been obtained beforehand.

Signed (Parent / Carer): **Date:**

Holidays during term time

Under regulation 8 of the Education (Pupil Registration) Regulations 1995, there is a discretionary power for leave to be granted for the purpose of an annual family holiday during term time. This school does not agree to authorise absence for holidays in term time/seeks to minimise the amount of holidays taken in term time and will only agree to these where a good case is made by the parents/carers. The Governing Body of this school will consider carefully any applications made at least four weeks in advance. The Governors will then decide, taking into consideration the pupil's attendance pattern, the cost of the trip and the impact on the pupil's education, whether they can grant leave of absence.

Should the pupil fail to return without any other contact to the school, following notification to the Attendance Advisory Service, they may be taken off roll after ten school days (Education Pupil Registration) Regulations 1995 Section 9 (e).

The Governors will not authorise any holidays at times when pupils are scheduled to take public examinations. Parents/carers will be notified as soon as these dates are known.

This portion to be returned to the Parent / Carer.

St Alfege with St Peter's CE Primary School – Absence Form

Authorisation for leave of absence in term time

Child's name..... Class:.....

I authorise school days as requested.

Number of days required:

This will be logged as an 'authorised absence' in the register.

Signed:

Date:

Hazel Burnie (Headteacher)
For and on behalf of the school Governing Body

OR

Refusal of authorisation for leave of absence in term time

(Delete as appropriate)

Unfortunately due to the fact that you have had days holiday already this
academic year days will be logged as 'unauthorised absence' in the register.

Unfortunately as your son/daughter's attendance is currently%, which is under the
acceptable level of attendance expected by this school and the Attendance Advisory Service, I am
unable to authorise the absence.

Please note that if you go ahead with this holiday and take your son/daughter out of school for this
period, you may be liable for a penalty notice.

Signed:

Date:

Hazel Burnie (Headteacher)
For and on behalf of the school Governing Body