

Application for Term-time Absence

Pupils attend school for a maximum of 190 days (380 sessions) each academic year. Good attendance is vital for your child's educational progress and social development and this school is instructed by the Local Authority and the Government to ensure that children attend school whenever possible. The power to authorise holiday has been removed completely from the headteacher. Please see our attendance policy (available on the school website or from the office) for more details.

It is still possible for **occasional** exceptional absences to be authorised – such absences include illness, trauma and specific exceptional family circumstances, and these are normally granted after discussion with the headteacher.

If you wish to apply for exceptional leave of absence to go away for **extended** periods during term time, you need to complete this form and return it to the school **eight weeks** before the start of the holiday. It will be considered by a panel of school governors; if you wish to talk with the governors, please indicate this on the form, and they will contact you before their meeting. Absence will not be authorised during or shortly before times of national tests.

Parent section	
Child's name:	
Parent's name:	
Dates of absence requested:	
Number of school days to be missed:	
Reason why holiday needs to be taken during term time:	
Do you wish to speak with a governor?	No Yes (please give contact details)
Signature:	

Governor section	
Current year's % attendance:	(National average = 96.1)
Current year's session absence:	
Last year's % attendance:	
Last year's session absence:	
Sessions of holiday last year:	
Sessions of holiday in previous year:	
Sessions of holiday in earlier years:	
Comments:	
Names of governors considering the request:	
Authorised: Yes No	Code:
Date:	
Loaded on Integris:	Teacher informed: