

THURNHAM C E INFANT SCHOOL
FORM TO REQUEST A PUPIL ABSENCE DURING TERM TIME

This school follows guidance from the DFE and KCC when deciding on holiday leave. Holidays in particular should only be taken during term-time if there are **exceptional** reasons why they can't be arranged during school holidays. Requests will be considered, and other absence from school taken into account (e.g. high level of sickness absence).

At this school we will not authorise absence at the following times:

- ❖ ***For all children for the entire month of September (to settle into their new class).***
- ❖ ***For all Year 1 children from the beginning of June until after Phonics Screening Week (late June).***
- ❖ ***Year 2 children for the entire months of May and June (end of Key Stage 1 assessment and work scrutiny by external moderators).***

Absence at ANY time has a detrimental effect on children's academic and social development and progress. External attendance officers also take an interest in high absence. Absence is considered by the Headteacher, on behalf of the School Governors.

I request a leave of absence for my child (name)..... in class.

Dates: First date of absence from school returning to school on.....

Total number of school days requested (absent)

EXCEPTIONAL Reasons why this absence must be in term-time and cannot be within school holidays (note, cheapness of term time holidays, days out or a visit to a relative are not exceptional).

Your case may be strengthened by additional supporting information e.g. an employer's letter / information or medical professional letter.

Signed..... (Parent/Guardian) Date

This form must be completed and returned to the school at least TWO weeks before the planned absence.

✕.....

Thurnham CE Infant School – Outcome Of Request for Exceptional Leave in Term Time

Dear Parent/Guardian,

Child's name _____ Class _____

Re: Leave Requested _____ returning on _____ Number of days _____

Percentage number of days absence already in this academic year _____ up to and including date _____

Percentage absence in previous full academic year (if applicable) _____

Request for Leave	Granted	
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Request for Leave (This absence will be marked as unauthorised)	Refused	
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Any comments relevant to refusal _____

Signed..... Headteacher

Date.....

This section to be returned to parents