

# St Francis of Assisi Catholic Primary School

*Learning and growing together in God's love*

**Headteacher: Kim Payne**



## **Absence Request Form**

It is the school's priority that every child attends school regularly and absence is reduced to a minimum. There is clear evidence that absence from school does have an impact on children's attainment. Punctual and regular attendance is an essential requirement for successful learning.

Children attend school for 190 days per year. There are 175 non-schools days a year. This gives families the opportunity to:

- Spend time together
- Go on family visits and days out
- Go on holiday
- Go shopping
- Attend routine appointments

Currently regulations allow headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. From September 2013, amendments to the regulations remove this discretion. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

The school may authorise absence only for some exceptional circumstances, such as:

- Medical visits (which cannot be arranged out of school time)
- Compassionate circumstances (e.g. a family funeral)
- Approved educational activity, such as a sporting activity
- Approved attendance activity (e.g. examinations, school trips, visiting new school)

If you believe there are strong reasons why your request for absence should be considered, please complete the following application form and return it marked for the attention of the Headteacher, Mrs Payne. Previous attendance records will be used in considering individual requests. You may wish to request an appointment with the Headteacher.

The Governors would like to stress that in most cases time off during term time for holidays will not be authorised by the school.

Please return this form to the Headteacher, Mrs Payne, and, if you feel it may be necessary, make an appointment to speak with the headteacher **before** proceeding with any term time holiday arrangements.

**St Francis of Assisi Catholic Primary School - Absence Request Form**

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

Reason for application and dates:

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I would like to request that my child misses ..... days of schooling.

Signature of parent/carer ..... Date.....

Please return this form to Mrs Payne via the school office or by email.