

ST AGATHA'S CATHOLIC PRIMARY SCHOOL
Application for permission for pupil absence during term time

IMPORTANT

Please make sure that you read this section before completing this form

Regular attendance at school is vital to your child's education and learning and the school expects all parents to ensure that their children attend school regularly. Absences during term time can hinder academic progress. Without the school's permission, such absences are considered as **unauthorised** and are treated as truancy by the Local Authority and may lead to parental prosecution. In some cases the Headteacher has the power to take a child's name off the school roll should parents arrange to go away on holiday during term time without permission from the school. The Department for Education requirements state that parents are **not entitled** to withdraw pupils for holidays while schools are in session without the consent of the Headteacher.

The Headteacher will consider each application on its individual merits and the following points when deciding whether to authorise an application or not

- The prior attendance history of a pupil
- The nature and length of the absence request
- Parents leave restrictions from their employers

If you still wish to apply for a family holiday in term time and you feel your case is exceptional then please complete and return this form to the school office at least two weeks before your intended departure date.

Thank you

PARENTS TO COMPLETE

Full name of child:

Class:

Date(s) of absence:

Total days requested:

Please state clearly why you believe you have an exceptional case in applying for an absence:

Signed:

Date:

FOR OFFICE USE ONLY

Current attendance %

Number of days absence to date:

It is an exceptional case and approval is given (authorised)

☐

It is not an exceptional case and the application is declined (unauthorised)

☐

Date:

Initials:

(Headteacher)

REPLY SLIP TO PARENTS

Full Name:

Your request for approved absence is

Authorised:

☐

Unauthorised:

☐

Mrs L Flower (Executive Headteacher)