



ST MARTIN'S CHURCH OF ENGLAND PRIMARY SCHOOL

REQUEST TO REMOVE A CHILD FROM EDUCATION DURING TERM TIME

A school can only agree absence in term time for exceptional circumstances and it is necessary for parents/carers to obtain the approval of the School Governors two weeks before any absence takes place.

Please read the guidance overleaf, this is an extract from the school's Attendance and Punctuality Policy

NAME OF CHILD: _____ CLASS: _____

PART 1 (to be completed by parent/carer and retained by school)

I wish my child to be absent from _____ to _____ (total of ____ days)

The reason for this absence is:

Print Name: _____ Signed: _____

Date : _____

This portion to be retained by the school

PART 2 (to be completed by the school and returned to parent/carer)

NAME OF CHILD: _____ CLASS: _____

CURRENT ATTENDANCE: SEPTEMBER TO PRESENT DATE / /				
ATTENDANCE	100% OUTSTANDING	96-99% GOOD	90-95% SATISFACTORY	90% or below INADEQUATE
CURRENT UNAUTHORISED	0% OUTSTANDING	0.1-0.5% GOOD	0.5-1% SATISFACTORY	More than 1% INADEQUATE
ATTENDANCE IN PREVIOUS ACADEMIC YEAR				
September – July	100% OUTSTANDING	96-99% EXCELLENT	90-95% GOOD	90% or below INADEQUATE

REQUEST FOR LEAVE AUTHORISED: YES / NO

**REASON IF LEAVE UNAUTHORISED: _____

_____**

Signed on behalf of Governing Body:

(Mrs K M Love - Headteacher)

(Date)

This portion to be returned to the parent/carer

(Extract from Attendance and Punctuality Policy)

FAMILY HOLIDAYS DURING TERM TIME

1. Parents/Carers are strongly urged to avoid booking a holiday during term time. Parents do not have the right to take their child out of school for such a holiday. The Headteacher does have the authority to grant leave of absence up to 10 days in any one school year on behalf of the school governors. Such leave of absence cannot be granted for any purpose other than a family holiday.
2. In considering whether or not to authorise leave for a family holiday the school will consider each case individually, taking account factors such as a child's overall attendance record and the reason for the holiday. The school will not authorise leave of absence for family holidays in May, as this is the time at which children are assessed both formally via SATs in Years 2 and 6 and informally throughout the rest of the school.
3. A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which we, and you, must seek to avoid.
4. If you have no alternative but to take your child away on holiday during term time then you should request leave of absence in advance. This should be done by completing the appropriate holiday form at least two weeks before the first day of intended absence and returning it to the school office. Holiday forms are available from the school office on request.