



Neroche Community Primary School



Term Time Absence Request Form — Please note this needs to be completed before the proposed absence

Before requesting term time holiday leave for your child/ren I ask you to consider the impact that the absence will have on their education and learning.

I am only able to authorise absences during term time for exceptional circumstances. This is something that I am legally bound to so please recognise this when receiving my decision to authorise or refuse your absence request.

Examples of exceptional circumstances for your reference are:

- A parent is in the armed forces/services and has leave decided for them
- A parent has no choice but to take their holiday in term time (evidence will be required) e.g. work in the police force
- The child needs to attend the funeral of a relative
- If a child is under 5
- For religious reasons

Examples of when a term time absence request will be refused:

- To secure a cheaper holiday
- A parent has chosen to take their holiday during term time rather than during a designated school holiday
- If the child has a sibling at the school who is under 5 who would have their absence authorised
- If your child has a low attendance record to date or is persistently absent

As a school we ask you to give consideration to the following Statutory Assessment dates: SATs happen in May for Years 2 and 6; Phonics check happens in June for Year 1 and Multiplication times table check happens in June for Year 4. Please avoid any holidays for these year groups and times.

Mrs Collins, Headteacher.

Child name and class	Name including surname	Class
Dates of term time absence request	<p>..... to</p> <p><i>Inclusive of – please indicate if the dates include a part day. Please note the afternoon starts at 1.15pm</i></p>	
Exceptional Circumstance you would like me to consider	<p><i>(please continue on the reverse if needed or staple any supporting documents)</i></p>	

<u>Term Time Absence Request Outcome</u>		<u>School Reference Dates</u> (inclusive of)	<u>Register Code</u>
Authorised	<input type="checkbox"/>	to	<input type="checkbox"/>
Unauthorised	<input type="checkbox"/>	Class teachers please shred on the child's return to school. Office staff please file in the term time absence folder and scan and attach to individual child electronic record.	
Signed	<input type="checkbox"/>		
Office Use	Copied for parents <input type="checkbox"/>	Copied for class teachers <input type="checkbox"/>	Placed in file for record <input type="checkbox"/>