STALBRIDGE CHURCH OF ENGLAND PRIMARY SCHOOL
STALBRIDGE,
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Believe- Discover – Aspire

Healthy Schools
In Bournemouth, Dorset and Poole

Education (Pupil Registration) Regulations 1995 Regulation 8

REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are in school for 190 days and at home for 175 days. Holidays should be taken during the school holidays period in order not to disrupt your child's education. It is our policy *not* to authorise leave of absence in term time unless there are exceptional circumstances. Holidays will not be authorised.

Please complete and submit this form if you would like the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. This form can be handed in to the school office or emailed to office@stalbridge.dorset.sch.uk

We will ask for proof to verify your request. The Headteacher will consider the reasons for the request carefully and will notify you of the decision within five school days.

Please be aware that schools are required to inform the Local Authority if a child has unauthorised absences of ten or more sessions in a twelve week period. As there are two sessions in a day, this equates to five full days or ten half days in a twelve week period.

Please note that any unauthorised absence may lead to legal action which could include a penalty notice or prosecution.

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REQUEST FOR ABSENCE: PLEASE COMPLETE SECTIONS A, B AND C.

Section A: To the Headteacher:

I wish to inform you that I am planning to take my below-named child/children out of school.

Child/children's name(s):_____

_____

Class(es): _____

Dates and Time: From: _____To:_____

I wish to have this absence considered as an authorised absence (please tick) ☐

Section B: Explanation

Please explain why you are planning to take your child/ren out of school during term time and why the leave cannot be taken within the normal 13 weeks annual holiday your child already has from school.
If you are requesting authorisation to attend a specific event, for example a funeral, please confirm the date of the event and explain your travel arrangements. We will be unable to consider a request for exceptional circumstances if we do not have adequate information about the absence.

Section C: Declaration

I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carer) _____ Date _____

Section D: For school use only

☐ **Request approved**

☐ I would like to have a personal discussion**. Please contact the school to make an appointment.**

☐ **Request not authorised** as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

Child/ren(s) current Attendance Rate(s) _____
_____

Signed: **Headteacher:** _____ **Date:** _____