 **Chaddleworth St. Andrew’s and Shefford**

**Church of England Federated Primary Schools**

**‘Living life in all its fullness’**

**Request for Term Time Absence**

(To be completed four weeks before the proposed absence)

**Guidance for Parents**

The Department for Education has advised schools to only authorise leave of absence in ‘exceptional’ circumstances, hence School will not approve any absence in term time, except in such circumstances. The Headteacher will determine whether the reason given for requesting leave of absence is exceptional or not. Please also note that there is no automatic right to take holidays in term time nor will your child/ren’s overall attendance affect the Headteacher’s decision. Please refer to the School Attendance Policy for further detail.

Approval will not be given for:

* Pupils with low attendance records (less than 95%)
* Long weekends and days off (e.g. birthdays) will not normally be authorised as term time holidays
* Absences based on the cost of holidays

Parents should make an appointment via the school office to meet with the Headteacher. Please bring the completed form to the meeting.

|  |  |  |
| --- | --- | --- |
| Name of Pupil(s): | Date of Birth | Year/Class |
| Reason for leave of absence in term time: (This must be completed) If the absence is for religious observance, please include the name and contact details of your place of worship.  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….…………….. | | |
| Start Date of Absence from School ……………….……………..  Date of return to School ………………………..…….. | Signed ……………………………..……………………..  (Parent/Carer)  Date: ……………………………………………. | |

|  |  |
| --- | --- |
| **Number of Days absence requested** |  |
| **Percentage of Attendance (office to complete)**  (Academic year to date of request) |  |
| **Has absence during term time been requested previously and if so, when?** |  |
| **Headteacher’s decision and reasons. Approved Not approved**  **Signed …………………………………………………….. Ms D. Munday - Headteacher Date: ……………………………………….** | |

**If the Headteacher’s approval is not given and the holiday is still taken the absence will be recorded as unauthorised.**