**REQUEST FOR TERM TIME ABSENCE**

Please be advised that Wokingham Children’s Services and the Department for Education have advised schools to only authorise leave of absence/holidays in exceptional circumstances (see ‘General Principles’ section overleaf) As such, any absence in term time, except in such circumstances is unlikely to be approved.

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| **Surname:** | **Forename:** | **Class:** |
| **Reason for Absence:** | | |
| **Start date:** | **End Date:** | **No. of Schools Days:** |
| **Please note:**   1. Absence requests will be considered in relation to the student’s attendance. 2. Term time absences are not an automatic right. 3. Absences not agreed will be deemed as UNAUTHORISED and noted as such in the student’s school record. 4. UNAUTHORISED absences may be referred to the Education Welfare Officer to be considered for a Fixed Penalty Notice or other action. 5. If a student fails to return by the agreed date, the Education Welfare Officer may be informed. In extreme cases a student may be removed from the school roll in accordance with the DCSF Guidance on Pupil Registration (England) Regulations 2006. Parents/Carers would then need to re-apply for a place via the Local Authority Admissions Team. | | |
| I have read and understand the information above.  **Signed:**  Please print name: | | **Parent/Carer** |
| **For Office Use:** | | Attendance % |
| Previous Term Time Absence this Academic Year: Y/N | | If Yes, number of days: |

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| **ST TERESA’S CATHOLIC ACADEMY**  **REQUEST FOR TERM TIME ABSENCE** | | |
| **Surname:** | **Forename:** | **Class:** |
| Having considered your application very carefully, the request for term time absence:  Has been agreed &authorised    Has not been agreed and will be noted as **UNAUTHORISED**  Signed: Date:  HEADTEACHER | | |

**General Principles:**

1. Term times are education; this is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. Headteachers will rightly prioritise attendance. The default school policy should be that absences will not be granted during term-time and will only be authorised in exceptional circumstances. The fundamental principles for defining ‘exceptional circumstances’ are that they are ‘rare, significant, unavoidable and short’.
2. The decision to authorise a pupils’ absence is wholly at the Headteacher’s discretion based on their assessment and merits of each request.
3. If an event can be reasonably scheduled outside of term-time, then it would not be normal to authorise absence for such an event – holidays are therefore not considered ‘exceptional circumstances’.
4. Absences to visit seriously ill relatives or for a bereavement of a close family member are usually considered to amount to ‘exceptional circumstances’, but for a brief period only (e.g. a hospital visit or funeral service), not for extended leave.
5. Absences for important religious observances are often taken into account but only for the ceremony and travelling time, again, not for extended leave. This is intended for one-off situations rather than regular or recurring events.
6. It is recognised that there may be times when families need time together to recover from a trauma or a crisis.
7. The Headteacher will take the pupil’s record of attendance into account when making absence-related decisions.
8. The Headteacher can determine the length of the authorised absence as well as whether a particular absence is authorised.