



# St Mary and St Peter Catholic Primary School

*Journeying Together in Faith*



## Absence Request Form

It is the school's priority that every child attends school regularly and absence is reduced to a minimum. There is clear evidence that absence from school does have an impact on children's attainment. Punctual and regular attendance is an essential requirement for successful learning.

Children attend school for 190 days per year. There are 175 non-school days a year. This gives families the opportunity to:

- Spend time together
- Go on family visits and days out
- Go on holiday
- Go shopping
- Attend routine appointments.

From September 2013, amendments to the regulations removed the discretion for headteachers to approve up to ten days holiday per year. The amendments made it clear that headteachers may not grant **any** leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

The school may authorise absence only for some exceptional circumstances, such as:

- Medical visits (which cannot be arranged out of school time)
- Compassionate circumstances (e.g. a family funeral)
- Approved educational activity, such as a sporting activity
- Approved attendance activity (e.g. examinations, school trips, visiting new school)

If you believe there are strong reasons why your request for absence should be considered, please complete the following application form and return it marked for the attention of the Headteacher, Mrs Long. Previous attendance records will be used in considering individual requests.

The Governors would like to stress that in most cases time off during term time for holidays will not be authorised by the school.

Please return this form to the Headteacher, Mrs Long, and, if you feel it may be necessary, make an appointment to speak with the headteacher **before** proceeding with any term time holiday arrangements.