



Absence Request

The law does not grant parents any automatic right to take their child out of school during term time. Please read the back of this form before you decide to request absence for your child.

When deciding whether or not to allow term time leave, the Head Teacher, Mrs Victoria Woods will consider the following;

- Your reason for the Leave
- The timing of the leave and how it impacts on learning
- Your child's record of attendance
- Whether or not you could have taken leave during the normal school holiday times.

Date of Request

I am requesting leave for my child / children;

Name Class

Name Class

Name Class

Dates: FromTo(Inclusive)

Reason why this absence is required in term time;

.....

.....

.....

.....

Name of Parent / CarerSignature of Parent / Carer.....

Authorised – The School agrees to your child being absent from school on the above dates.

Unauthorised – The School does not agree to your child being absent from school on the above dates.

Signed: Head Teacher Date :

If your request for absence is not granted and you still take the child / children out of school, it will be recorded on their attendance record as unauthorised. This will appear on the register and on your child's report.

Persistent absence for whatever reason, including holidays and illness may result in an attendance contract and or a penalty warning notice issued by the school or the County Attendance and Engagement Team. The County Attendance and Engagement Team can issue fines to parents and carers who do not ensure that their children attend school as much as possible.



Please try to complete your absence request form in advance. Preferably 2 weeks in advance. The request for absence must come from the parent or carer that the child normally lives with.

Things for Parents /Carers to Consider

Ofsted recommend that children should have an attendance record of 96% or more. This means no child should have more than 10 days off school in any one year. This is less than one day per month! Research suggests that children who have lots of days off school, for whatever reason, often never catch up on the learning that they miss. Children who struggle with literacy and maths find it even harder to cope when they return to school. Also some children find it difficult to manage friendships when they have been absent from school for a long time or have frequent occasions of absence. Taking children out of school close to the time of tests or at the beginning of a school term can also have a negative impact on the child.

Holidays in Term Time

We understand that it is often much cheaper to go on family holidays during term time and that family time is precious. However the Law says that parents / carers / guardians do not have an automatic right to take children on holiday during term time.

On September 1st 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. The amendments make it clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances.

Exceptional Circumstances

Exceptional circumstances are things like a bereavement that directly affects the child or religious observance. Unfortunately opportunities for a leisure activity, resting after a late night, visiting relatives or a family wedding lasting more than one day and cheap holiday prices are not exceptional circumstances.

Absence of 4 weeks or more

If you expect your child to be away from school for 4 weeks or more, the school may have to take your child off roll. This means your child may lose their place at St. Marys and it may be taken by another child when you return.

Routine medical, eye tests and dental appointments.

The school is required by law to be open for 190 days per year. This means there are approximately 175 days per year when you can arrange these routine appointments. Most dentist, opticians and health centres are open after 3.30pm in the afternoon and some are open at weekends. Ensuring that your child is educated is as important as their health and routine appointments can be made outside of school time.

If you would like to speak to someone about your child's attendance or if you need help to understand anything on this form, you are welcome to make an appointment with Christine Stephens our Home School Community Link Worker and she will be happy to explain things to you.

Email: cstephens@st-marys-banbury.oxon.sch.uk

Chair of Governors: Rev Philip Cochrane
Business Manager: Mrs Tracy Cox

Aim High – use the gifts God has given you