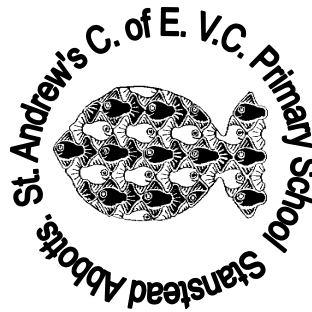


Headteacher: Mrs Helen Gillingham  
BA (Hons) PGCE MA NPQH



St. Andrew's C of E VC Primary School  
Mill Race  
Stanstead Abbots  
Nr. Ware  
Hertfordshire  
SG12 8BZ

Telephone: 01920-870097  
Fax: 01920-872556

Web: [www.standrews323.herts.sch.uk](http://www.standrews323.herts.sch.uk)

## ABSENCE REQUEST

**As a parent or carer, you should fill in the appropriate part of the attached form if you want to take your child out of school during term time**

Please fill in **Part A** for unavoidable, but not exceptional, absence in term time. Please be aware that for absences of **5 days or more**, you will need to make an appointment to meet with the Headteacher.

### OR

Please fill in **Part B** for absence in term time due to exceptional circumstances.

### For information

The conditions under which leave of absence during term time may be granted are contained in Reg. 7 of the Education (Pupils Registration) Regulations 2006 and Sections 62-68 of DfE publication Keeping Pupil Registers 2008. DfE guidelines state "Amendments [enforced 1<sup>st</sup> September 2013] to the 2006 regulations **remove** references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make 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."

Hertfordshire County Council guidelines state that children should not be absent from school to go on a family holiday and there is no right to do so in term time. If you are considering a holiday, do not assume that authorisation will be granted. Only in exceptional circumstances may the Headteacher give permission for a child to be absent. Parents should discuss the circumstances with the Headteacher, who will determine the number of school days a child can be absent, **if** leave is granted. Permission will not be given for any retrospective applications. If your child is absent from school due to leave that has not been agreed, this will be classified as an unauthorised absence and you may be fined or legal action taken against you.

An unauthorised absence will necessarily be placed on your child's attendance record. Their attendance will be monitored by the Attendance Improvement Officer and the absence record will follow them throughout their school career. The school's overall attendance performance is reflected in our Ofsted report.

**After completing the form** please return it to the School Office no less than 2 weeks prior to the date when you require the absence to start. **If** you need to make an appointment to see the Headteacher, Mrs Gillingham, please indicate a day of the week and either a morning or afternoon session which is more favourable to you and we will endeavour to accommodate your preferred choice.

Thank you.



Please fill out the appropriate form for your circumstance and return it to the School Office:-

**PART A:**

**APPLICATION FOR AN UNAUTHORISED ABSENCE**

CHILD'S NAME \_\_\_\_\_ YEAR \_\_\_\_\_

ABSENCE DATES (away from school) From \_\_\_\_\_ To \_\_\_\_\_

NUMBER OF SCHOOL DAYS \_\_\_\_\_

REASON WHY ABSENCE IS NECESSARY DURING TERM-TIME:

\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Carer) Date \_\_\_\_\_

Please note: For absences of **5 days or more**, you will be contacted in order to make an appointment to meet with Mrs Gillingham.

I would be available on a \_\_\_\_\_ (day of week) am / pm (*delete as appropriate*).  
Thank you.

\_\_\_\_\_  
*FOR OFFICE USE ONLY*

Appointment details: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Confirmed: \_\_\_\_\_

✂-----

**PART B:**

**APPLICATION FOR AN EXCEPTIONAL CIRCUMSTANCE REQUEST**

CHILD'S NAME \_\_\_\_\_ YEAR \_\_\_\_\_

ABSENCE DATES (away from school) From \_\_\_\_\_ To \_\_\_\_\_

NUMBER OF SCHOOL DAYS \_\_\_\_\_

PURPOSE OF REQUEST; THE EXCEPTIONAL CIRCUMSTANCE:

\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Carer) Date \_\_\_\_\_

Please note: You will contacted in order to make an appointment with Mrs Gillingham.

I would be available on a \_\_\_\_\_ (day of week) am / pm (*delete as appropriate*).  
Thank you.

\_\_\_\_\_  
*FOR OFFICE USE ONLY*

Appointment details: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Confirmed: \_\_\_\_\_

Permission Granted: Authorised: \_\_\_\_\_ Unauthorised: \_\_\_\_\_

