



Christ Church C OF E VC Junior School

Term Time Absence Request

Child's name: _____

Class: _____

Any further children: _____

Classes: _____

My child(ren)'s will be absent for _____ school days

from _____ to _____ inclusive for the following reason:-

Signed (Parent/Carer) _____

Date _____

Absence Request Guidance

The following absences can be authorised: Music, dance and 'entrance exams', appointments with learning support (e.g dyslexia, physio, CAHMs) crucial medical or dental appointments, major religious occasions and weddings or funerals of close family.

In exceptional circumstances other absences may be authorised, including:

- Forces Personnel on leave from a foreign posting. Supporting letter/proof should be attached.
- A child or parent's diagnosed medical need to take holiday at a certain time of year/temperature etc.
- Exceptional significant family events or circumstances – these will be considered on an individual basis.
- Parents who work for the emergency services and are only granted leave at certain times. Supporting letter/proof should be attached

The Head teacher will consider every request individually but the following will not meet the criteria for authorisation

- Relatives coming to visit or trips to see family/friends
- Holidays during term time in England or abroad
- Family day trips, special offers or cheaper deals
- Visiting family/friends that have different holidays to South Gloucestershire. This may include refusal to attend family weddings and or visits to see family abroad.

The reverse of this form will be returned to confirm if the absence has been authorised



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Absence Request Reply

Dear Parent/Carer,

Thank you for writing to explain why you are requesting an absence from school for your child(ren). Your request has been considered and under the current guidance this absence has been

Authorised / Unauthorised

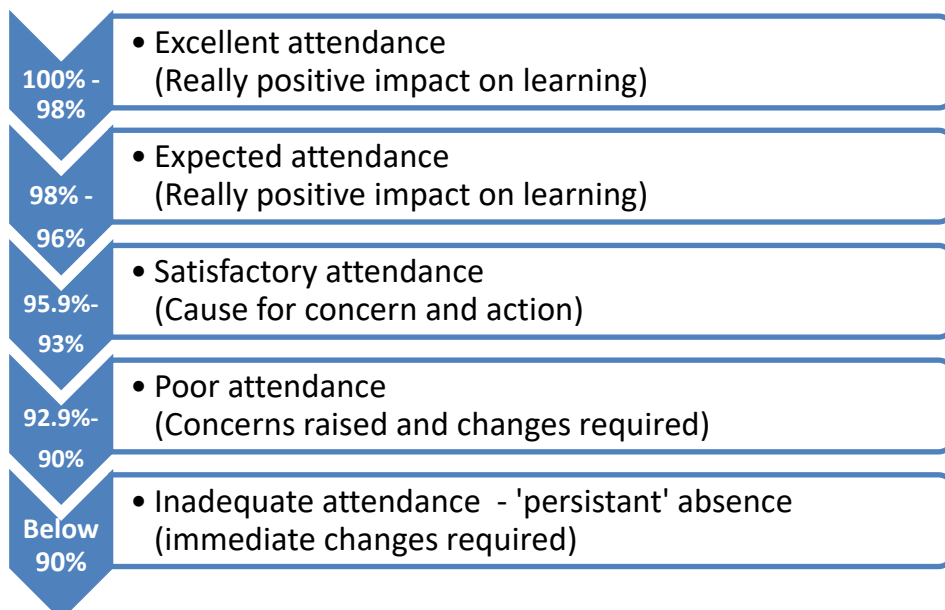
You are receiving a copy of this letter and the original has been recorded on your child's attendance record. It may be referred to if your child's overall absence drops below the Government's threshold of 96%. It may also be shared with other professionals or your child's future school. Repeated unauthorised absences, including unauthorised holidays, may result in the school requesting the involvement of our Educational Welfare Officer and/or a fixed penalty notice from the local authority.

Whilst I believe all families need quality time together and should have some flexibility around making this happen, it has been made absolutely clear that Headteachers have a professional responsibility to do everything possible to discourage absence from school. It is also very clear that term time holiday cannot be authorised except in exceptional circumstances. I understand that there are some unavoidable situations where absence is required, however I ask parents to strive to avoid making appointments, commitments or trips within school hours.

Good attendance really is the most settling, supportive way for your child to thrive at school.

Yours faithfully,

Mrs Pippa Osborne
Headteacher



Thank you for working with us to support your child's learning. For our full attendance policy please visit www.christchurchjuniors.co.uk