

### Notification of School absence in term time

Should you have planned an absence from school such as a hospital stay for your child, kindly complete the information below for our records. Please note that **All** holidays taken during term time will be unauthorised, unless there are **exceptional** circumstances.

The school requires a 'minimum of four weeks' notice to consider the request.

| <b>The District CE Primary School Notification of Absence</b>   |               |
|---|---------------|
| <b>Child's name:</b>  | <b>Class:</b> |
| <b>Inclusive dates of absence</b>   |               |
| From:   | To:           |
| <p><b>Reason for absence during term time:</b><br/>Holidays in term-time should only be requested in <b>exceptional circumstances</b>. Please state the circumstances here.</p>   |               |
| <p><b>Holiday destination:</b><br/>Parents travelling abroad should bear in mind the impact on their child's education if needing to isolate or quarantine upon their return to the country if taking a holiday abroad.<br/>Please complete the following:</p> <p>1. My family will be holidaying in the UK <input type="checkbox"/></p> <p style="padding-left: 40px;">Please state the destination of your holiday.</p> <p>2. My family will be taking a holiday abroad and may need to isolate/quarantine upon our return. <input type="checkbox"/></p> <p style="padding-left: 40px;">Please state the destination of your holiday.</p> |               |
| <b>Parent/Carer Signature:</b>  | <b>Date:</b>  |
| <p><b>For office use only:</b></p> <p>Current Attendance of pupil        %</p> <p>Headteacher's response:</p> <p>Headteacher's signature.....Date .....</p> <p>A copy of this response will be forwarded to parents</p>   |               |

## **St Helens Local Authority Guidance on Leave of absence for term time holidays:**

- Authorisation will be considered in the following *exceptional* circumstances:
- The parent has provided evidence that they are unable to take their holiday during a period of school closure due to their employment.
- The holiday is a unique occasion that can only take place at the time requested
- e.g. family wedding.
- A close relative of the pupil is seriously ill and the holiday proposed is likely to be the last such holiday.
- There has been a bereavement, separation or other traumatic event in the child's life and it is considered that an immediate holiday might have a positive impact on the pupil's well being.
- School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as your child attends school as regularly as possible

### **The following circumstances are situations where the Head Teacher may consider that the application for leave of absence *may not be granted***

- The parent has not indicated any special circumstances for the request.
- Where the pupil will be holidaying abroad, and the impact of COVID-19 isolation/quarantine when returning to back to the UK
- The period of the holiday clashes with school tests, SATs, or important revision periods prior to them.
- Where the pupil's attendance at school is below 96%.
- Where valuable group work is being undertaken with other pupils in school that cannot be repeated.
- During the first two weeks of a new school on induction, transition or transfer where the child needs to familiarise themselves with the new school layout and new peer groups are forming.
- During the early part of the first year in a new school when pupils are building new relationships and may experience difficulties settling in.
- There have been previous periods of absence due to holidays and other unauthorised absences

**A minimum of four weeks notice** must be provided for any holidays authorised through the above **exceptional** circumstances.