

THURNHAM C.E. INFANT SCHOOL



REQUEST TO FOR A LEAVE OF ABSENCE DURING TERM TIME

This school follows guidance from the DFE and KCC when deciding on requests for leave. Holidays should only be taken during term-time if there are special, exceptional reasons why they can't be arranged during school holidays. Requests will be considered, and other absence from school taken into account (e.g. high level of sickness absence). Only leave that is clearly for an EXCEPTIONAL reason can be given.

At this school we will not authorise absence at the following times:

- ❖ For all children for the entire month of September.
- ❖ For all Year 1 children from the middle to end of June (Year 1 Phonics Screening)
- ❖ For all Year 2 children for the entire month of May (End of Key Stage 1 assessment).

I request a leave of absence my child (name)..... in class.

Dates: First date of absence from school returning to school on.....

Total number of school days requested (absent)

EXCEPTIONAL reasons why this must be in term-time (any absence has a detrimental effect on children's academic and social development and progress).

Absence is considered by the Headteacher, on behalf of the School Governors, before the start of the requested period.

Signed..... (Parent/Guardian) Date

This form must be completed and returned to the school at least two weeks before the planned absence.

For school use only:		
SIMS checked	Updated	Register

✂.....

Thurnham CE Infant School - Request for Holiday Leave in Term Time

Dear Parent/Guardian

Child's name _____ Class _____

Re: Leave Requested

_____ returning on _____ Number of days

Request for Leave	Granted	
-------------------	---------	--

Request for Leave (This absence will be marked as unauthorised)	Refused	
--	---------	--

Number of days holiday absence authorised in this school year

Number of days absence unauthorised in this school year

Signed..... Date.....

Headteacher

This section to be returned to parents