

# REDBY PRIMARY SCHOOL

## Request for pupil absence (non-medical) during term time

Within each academic year, a headteacher can consider granting pupil absences for reasons other than medical. For example, the family may wish a child to take part in a family holiday that takes place during term time. Permission must be requested IN ADVANCE. It is at the discretion of the headteacher whether permission is granted. Parents are strongly advised that staff and governors consider that holidays taken in term time are detrimental to your child's educational progress.

### Authorised absence

Where permission is granted, the absences are considered 'authorised' and are recorded as such in the attendance register.

### Unauthorised absences

The following absences are considered to be 'unauthorised' and are formally recorded as 'unauthorised' in the attendance register:

- Absences not granted by the headteacher
- Absences other than medical which are taken without requesting permission in advance
- No holiday will be authorised during SATs week.

Please be aware that taking a holiday during term time can easily result in your child falling into the persistent absentee category should he/she have several bouts of illness during the same academic year in which the holiday is taken.

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### Request form: Permission for pupil absence in term time

Name of child ..... Class .....

Reason for request: .....

Dates of a previous holiday absence this academic year .....

Last date of attendance would be .....

Date of return to school would be .....

Signed ..... (parent/guardian) Date .....

To be completed by the headteacher:

Number of days authorised: ..... days

Number of days unauthorised: ..... days

Signed ..... (Headteacher) Date .....