



Steeple Morden C of E Primary School
7 Hay Street, Steeple Morden, Royston, SG8 0PD
Tel: 01763 852474

Email: office@steeplemorden.cambs.sch.uk
Website: www.steeplemorden.cambs.sch.uk



Headteacher: Mrs Tracey How

REQUEST FOR AUTHORISATION OF ABSENCE OF PUPIL FROM SCHOOL

Part 1

Children of school age who are registered at a school must, by law, attend that school regularly. Regular attendance is the best way of ensuring that a child makes the most of the educational opportunities which are available to him or her.

When a child is absent from school, he or she misses not only the teaching provided but is also less prepared for the lessons after his or her return.

There are only 190 statutory school days in one year and 175 days (weekends and school holidays) available to use for holidays. Therefore every school day counts!

Request for Holiday or Extended leave during term time.

Prior to June 2013, the Education (Pupil Registration) (England) Regulations 2006 allowed for headteachers to grant leave of absence for a term time family holiday in 'special circumstances' and for extended leave in exceptional circumstances.

Amendments to these regulations remove references to family holidays and extended leave. The amendments make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances and that headteachers should determine the number of school days a child can be away from school if the leave is granted.

The regulations make it clear that parents do not have any right or entitlement to take a child out of school for the purposes of a term time holiday.

If parents take their child on holiday in term time this will be counted as unauthorised absence - this is the same as truancy and you may be at risk of a Penalty Notice being applied.

All further information is clearly set out on the Cambridgeshire County Council website:

<http://www.cambridgeshire.gov.uk/childrenandfamilies/education/schools/attendance/termtimeholidays.htm>

“Be brave, be kind, be the best you can be.”



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RESPONSE FOR AUTHORISATION OF ABSENCE OF PUPIL FROM SCHOOL

Part 2

IMPORTANT This form should be completed and signed by the parent or person having charge of the pupil. It should be returned to the Headteacher before commencement of the period of absence and before any booking is made (unauthorised absences are recorded as truancy). The form will be returned to inform you whether the absence is approved or not.

Pupil name: **Class:**

Pupil name: **Class:**

Pupil name: **Class:**

I request authorisation of absence for the above named pupil(s) on the following dates:

First date of absence: **Last date of absence:**

The reason for this absence is:

.....

.....

Signed: **Dated:**

Print name:

Absence authorised /Absence unauthorised:(Headteacher)

Headteacher's notes and comments;

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FOR OFFICE USE ONLY:

- Copy sent back to parent
- Class Teacher emailed
- SIMS updated

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