



**ST. JOSEPH'S SCHOOL**

**PARENT REQUEST FORM FOR TERM TIME ABSENCE**

Name of Child / Children : \_\_\_\_\_

Class / Classes : \_\_\_\_\_

First day of extended leave : \_\_\_\_\_

Date of return to school : \_\_\_\_\_

Number of school days requested : \_\_\_\_\_

(should be no more than 7 school days)

**Please note if your child's attendance is currently under 92%, this request will not be authorised.**

Exceptional circumstance this request meets – please tick

Service personnel and other employees who are prevented from taking holidays during term-time and evidence is provided to this effect.	
Parents who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect.	
When a family needs to spend time together to support each other during or after a crisis e.g. visiting a seriously/terminally ill relative and the holiday is likely to be the last such holiday.	
Any other information :	
Signed : Parent/Carer : _____ Date : _____	

**TO BE COMPLETED BY SCHOOL ONLY**

Attendance:        %

Evidence provided : Yes / No

Exceptional circumstances met : Yes / No

Request Approved / Denied

Headteacher Signature : \_\_\_\_\_ Date : \_\_\_\_\_



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The Education (Pupil Registration) (England) (Amendment) Regulations 2013 make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. In addition, the school should determine the number of school days a child can be away from school if the leave is granted.

The exceptional circumstances for St. Joseph's School are :

- Service personnel and other employees who are prevented from taking holidays during term-time and evidence is provided to this effect.
- Parents who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect.
- When a family needs to spend time together to support each other during or after a crisis e.g. visiting a seriously/terminally ill relative and the holiday is likely to be the last such holiday.

Please note that any other request e.g. because of the overall cost of the extended leave in normal school holidays, cannot be counted as an exceptional circumstance.

For more information about term time leave of absence see :

<http://www.education.gov.uk/popularquestions/a005551/can-i-take-my-child-on-holiday-in-term-time?>

If you feel that your request meets these exceptional circumstances, please complete this form and return it to the School Office at least two weeks before you need to book any travel arrangements.

The Headteacher will either approve or reject the request depending on the circumstances and evidence provided.

Parents or carers should not expect such leave to be granted as of right.

Normally, a pupil shall not be granted more than 7 school days leave of absence to ensure that their school year attendance is at least 96%.

The school will be unable to test separately any children with assessments carried out with the rest of the class in their absence. Homework is considered unsuitable in these circumstances.