



THE RUSSELL SCHOOL

APPLICATION FOR ABSENCE IN TERM TIME

The law states that parents and carers do not have the right to take their child out of school for holidays or occasional absences during term time. The policy of The Russell School complies with current DfE regulations and does not authorise absence for holidays during term time. However, when there are exceptional circumstances, the Headteacher may consider giving permission for absence on compassionate grounds. In these circumstances, parents must complete this application form and have it signed by the Headteacher before the occasion of absence, at least two school weeks in advance when possible, otherwise an unauthorised absence will be recorded.

Child's Name:

Class:

Absence Dates Requested:

From:

To:

Reason For Absence Request (please provide as much detail as possible to assist the Headteacher in making an informed decision and to assist the school with absence monitoring):

Parent/ Carer Signature:

Date:

When considering a request for absence during term time, I understand that the Headteacher will take the following into account:

- My child's overall pattern of attendance
- The age of my child
- My child's stage in their education
- The educational needs and progress of my child
- The time of year (key teaching and assessment times)
- The length, destination and purpose of visit
- Whether it is likely to be a rare event in the life of my child
- The family circumstances and the reasons for requesting a term time absence
- Any other factors brought to the attention of the school

OFFICE USE ONLY

Date of Return to School:

Percentage of attendance in previous academic year:

Absence:

Authorised

Unauthorised

Signed

Date reply sent to parent

Samantha Leir
Headteacher

