

Request for Term Time Absence Form

Please complete this form as accurately as possible and submit it to Mrs J Mellor, Wardle Academy Attendance Officer at least two weeks before the first day of absence. The Headteacher reviews all forms regarding requests for absence in term time.

A letter has been sent to all parent/carers and information is also available on our website regarding changes in The Department for Education statutory guidance to schools which came into effect at Wardle Academy from September 2017. The Headteacher will not grant any leave of absence during term time unless there are exceptional circumstances.

'Exceptional circumstances are described as rare, significant, unavoidable and short and that the leave/absences could not reasonably be scheduled at another time.' *Please be aware that family holidays will not qualify as exceptional circumstances.*

Name _____ Form _____

Request for absence start date:

Return to school:

Number of school days absent:

Please give the reasons for the request for absence in this box.

Please explain how you will assist your child to catch up the learning they have missed:

Signed Parent/Carer

Print Name

School Received request on: Date

Headteacher comment

Authorised / Unauthorised

Our school target for pupil attendance is 96%, any unauthorised absence will count towards the issuing of a penalty notice. Students whose attendance is a concern will attend regular appointments with staff to monitor their attendance and put strategies in place to support them, to get their attendance and, ultimately their learning back on track.

Please be aware that:

- **Unauthorised Absences Penalty Notices (e.g. Late to school or poor attendance)** are issued if a minimum of 20 sessions (10 school days) are lost to unauthorised absence by the pupil during the current term or within any 12 week period.
- **Penalty Notices for Unauthorised Leave during Term Time (e.g. Family Holidays or other absences during school time)** are issued if a pupil is absent for a minimum of 10 sessions (5 school days) for an absence relating to leave during the term time.
Penalty Notice for Unauthorised Leave during Term Time will be issued without the issue of a warning if a pupil is absent for a period not agreed or authorised by the Head teacher.

Please note that the Education Welfare Service issues Penalty Notices on behalf of Rochdale Local Authority and this therefore includes Wardle Academy. The issuing of a penalty notice is considered appropriate in the following circumstances:

- **Overt Truancy**
- **Parentally-condoned absences**
- **Unauthorised holidays in term time**
- **Excessive / Delayed return from an agreed / authorised holiday without prior agreement from the school**
- **Persistent late arrival at school (after the register has officially closed)**

This is not an exhaustive list. Each case will be considered individually

If a parent/carer believes that their request for leave of absence is exceptional they must submit a Request for Term Time Absence Form at least two weeks before the absence is due to take place and we will write to you following the receipt of this request. If you require any further advice, please contact school and we will assist you with this matter.