

TERM TIME ABSENCE REQUEST FORM

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

Information on Term Time Absences can also be found on our website regarding Department for Education statutory guidance to schools on term time absences. 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 term 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.

Student Name _____ Form _____

Request for absence start date:

Return to school:

Number of school days absent:

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

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

Signed Parent/Carer Print Name

School Received request on:

Headteacher comment Authorised / Unauthorised

Wardle Academy's target for student attendance is **97%**; 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 strategies put 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. poor attendance, holiday absence, late to school after registers close)** are issued if a minimum of 10 sessions (5 school days) are lost to unauthorised absence by the student during a 10 week rolling period. This period of 10 school weeks can also span different terms or school years.

A Penalty Notice for Unauthorised Leave during Term Time will be issued without the issue of a warning if a student is absent for a period not agreed or authorised by the Headteacher.

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 Academy**
- **Persistent late arrival at the Academy (after the register has officially closed at 9am)**

This is not an exhaustive list and each case will be considered on an individual basis,

If a parent/carer believes that their request for leave of absence is exceptional, a Term Time Absence Request form must be completed and submitted to the Academy at least two weeks prior to the intended absence. If you require any further advice, please contact the Academy and we will assist you with this matter.