



ST. GREGORY'S CATHOLIC PRIMARY SCHOOL
Headteacher: Margaret Kolanowska

REQUEST FOR EXCEPTIONAL TERM-TIME LEAVE OF ABSENCE

Parents/Carers have a statutory obligation to ensure that their child/ren attend school on time, every day during term time. There is no entitlement to leave of absence during term time. Term time leave will only be authorised in exceptional circumstances, at the discretion of the Headteacher and in accordance with the school policy as agreed by the Governing Body.

- Leave to attend family events (other than funerals of close relatives) will not be authorised
- Leave which is requested retrospectively (after date of travel) will not be authorised
- Unauthorised leave of 3 school days or more will trigger a fine of up to £120 per child/per parent
- Extended term-time leave for medical reasons will require supporting documentation from G.P., hospital or medical consultant/professional

Please see reverse of form for additional information and term time dates for this academic year

If applying for exceptional leave for more than one pupil, please complete a separate form per child

Name of child _____ Class _____

Reason for leave request :

Proposed departure date (first day of absence from school) _____

Proposed return date (return date to school) _____

Number of school days absent _____

Name of Parent/Carer _____ Signature _____

Date form completed and submitted _____

Please note – forms must be submitted to the School Office at least two weeks in advance of departure date.

Office use :

Request for leave has been **AUTHORISED / UNAUTHORISED**

Fine to be triggered **YES / NO**

Any other details :

Signed:

Date:



TERM TIME LEAVE OF ABSENCE

Parents/carers have a statutory obligation to ensure that their child/ren attend school on time, every day during term time.

A child's absence can be recorded as authorised or unauthorised. The Headteacher is responsible for authorising an absence. Absence due to illness or medical/dental appointments (which cannot be held outside of school hours) are authorised absences, but we must receive written notification beforehand. If it is necessary to book a doctors/dentist appointment during school hours, please try to ensure that this is either at the beginning or end of the school day to minimise disruption to your child's learning.

Where a parent/carer needs to request term time leave of absence, the following procedure is followed:

Parent collects and completes **Request for Exceptional Term-time Leave of Absence Form** at least two weeks prior to the requested leave date. Forms are available from the School Office and include current term dates on the reverse.

Retrospective requests for leave are not authorised.

The Headteacher will consider the request taking into account the pupil's attendance history, previous requests for leave, nature and length of the trip and child's stage of education. Applications for leave of absence at the start/end of term are not considered. If leave is taken, it will be recorded as unauthorised and the school cannot guarantee that the place will remain available for the child upon return. Requests for holiday leave during term dates will not be considered and again, if taken, will be recorded as unauthorised.

Where there is no explanation for an absence or where the reason for absence is not considered to merit a loss of learning time, the absence will be recorded as unauthorised. Unauthorised absences are reported to the Local Authority and parents may be contacted by the School Attendance Officer where absence is persistent and/or unauthorised. Unauthorised absence may result in a fixed penalty fine issued by the Local Authority (£120 per parent/per child).

Absences to attend family events (other than funerals of close relatives) are not considered to be exceptional circumstance and will not be authorised.

We are concerned with the recurring number of instances where parents instruct their children to give a false reason for absence at school. This undermines confidence in the importance of the school-home partnership and places your child in an awkward situation upon return to school.

We are keen to work in close partnership with parents to secure best academic outcomes for our pupils
Attendance matters and every day counts!

2020-2021 TERM DATES FOR ST. GREGORY'S SCHOOL

2020-2021 TERM DATES FOR ST. GREGORY'S SCHOOL	
AUTUMN TERM 2020	
<i>Wednesday 2nd September</i>	<i>Occasional Day – school closed</i>
<i>Thursday 3rd September</i> <i>Friday 4th September</i>	<i>Staff Training Days - school closed to pupils</i>
Monday 7th September	First Day of Autumn Term
Monday 26th October to Friday 30th October	Half Term Break
<i>Monday 23rd November</i>	<i>Staff Training Day - school closed to pupils</i>
Friday 18th December	Last day of Autumn Term <i>school closes at 1.30 pm</i>
Monday 21st December to Friday 1st January	Christmas Holiday
SPRING TERM 2021	
<i>Monday 4th January</i>	<i>Staff Training Day - school closed to pupils</i>
Tuesday 5th January	First Day of Spring Term
Monday 15th February – Friday 19th February	Half Term Break
Wednesday 31st March	Last Day of Spring Term <i>school closes at 1.30 pm</i>
Thursday 1st April to Friday 16th April	Easter Holiday
SUMMER TERM 2021	
Monday 19th April	First Day of Summer Term
3rd May	May Day Bank Holiday
Monday 31st May – Friday 4th June	Half Term Break
Friday 23rd July	Last Day of Summer Term <i>school closes at 1.30 pm</i>
<i>Monday 26th July</i>	<i>Staff Training Day - school closed to pupils</i>
<i>Tuesday 27th July & Wednesday 28th July</i>	<i>Occasional Days – school closed</i>