

Steeple Morden Church of England Primary School
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Headteacher: Mrs Alex Housden



REQUEST FOR AUTHORISED ABSENCE OF A PUPIL FROM SCHOOL

Part 1

Children of school age who are registered at a school must, by law, attend that school regularly. Regular attendance is the best way of ensuring that a child makes the most of the educational opportunities which are available to them. When a child is absent from school, they miss not only the teaching provided but are also less prepared for the lessons after their return.

There are only 190 statutory school days in one year and 175 days (weekends and school holidays) available to use for holidays. Therefore every school day counts!

Request for Holiday or Extended leave during term time

As a school, we are working in line with DfE Guidance [Working together to improve school attendance](#) which was published in February 2024. In line with this document, parents do not have the right or entitlement to take their child out of school for a term-time holiday. The recent government guidelines have removed the discretion for Headteachers' agreeing to term-time leave. Any requests for leave of absence need to be submitted before the leave is taken. Parents must complete this form and provide any supporting evidence, if applicable, with their request. This also applies to parents requesting to take their child out of school during the school day.

Exceptional circumstances (*definition of exceptional: rare, unavoidable, short*) will be considered on an individual basis. Examples of scenarios which will not be considered as exceptional circumstances can be found in our Attendance Policy on our school website.

Part 2

IMPORTANT: This form should be completed and signed by the parent or person having charge of the pupil. It should be returned to the Headteacher before commencement of the period of absence and before any booking is made (unauthorised absences are recorded as truancy and could incur a fine under the guidance stated above). The form will be returned to you with a written outcome.

RESPONSE TO REQUESTED FOR ABSENCE FROM SCHOOL

Pupil name: Class:

Pupil name: Class:

Pupil name: Class:

I request authorisation of absence for the above named pupil(s) on the following dates:

First date of absence: Last date of absence:

The reason for this absence is (please include exceptional circumstances):

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Signed: Date:

Print name:

Absence requested above is authorised/unauthorised: (Headteacher)

Notes and comments:

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OFFICE USE ONLY:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Copy returned to parent |
| <input type="checkbox"/> | Class teacher emailed (if applicable) |
| <input type="checkbox"/> | SIMS/Register system updated (if applicable) |

Be brave, be kind, be the best you can be!



The Church of England
Diocese of Ely