

**1St Mary's Church of England Aided Primary School  
REQUEST FOR ABSENCE DURING SCHOOL TERM TIME**



Name of Child(ren): ..... Class .....

Address: .....

I/We request that the above named child(ren) be considered for approved absence from St Mary's Church of England Aided Primary School:

..... to ..... (inclusive)

Please detail below the reason for your request for absence from school in term time and include any supporting information. The Head Teacher will not be able to consider your request without supporting documents.

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.....  
.....

Parent/Carer Details:

Name: ..... Name: .....

Address: ..... Address: .....

.....

Signed: ..... Signed: .....

Date: ..... Date: .....

THIS FORM IS TO BE COMPLETED BY THE PARENT/CARER AND FORWARDED TO THE HEAD TEACHER BEFORE THE PERIOD OF ABSENCE TO ENABLE THE REQUEST TO BE CONSIDERED AND A REPLY TO BE MADE

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Name of Child(ren): .....

School Year: ...**2021/22**.....

Period of absence requested: From: ..... to .....

Absence: authorised/unauthorised

Signed: ..... Mr M Piper, Head Teacher Date: .....

# **St. Mary's Church of England Primary School**

**Head teacher: Mr. M Piper**

The Green, Long Newton, Stockton-on-Tees. TS21 1DL

Telephone: 01642 581716

E-mail: [office@stmaryscephprimary.co.uk](mailto:office@stmaryscephprimary.co.uk)

School Website: [www.stmaryscephprimary.co.uk](http://www.stmaryscephprimary.co.uk)



Dear Parents/Guardians,

There is an established link between attendance and punctuality at school and academic success. At St Mary's we strive to enable every child to reach their full potential and regular and punctual attendance is vital to this. The Academy Councillors review attendance figures of all pupils at our school on a termly basis and recognise the importance of punctual and regular attendance.

The Academy Councillors have considered measures to increase and support good attendance. Registration certificates are issued with the Annual School Report in July so that parents/guardians can clearly see the number of absences and unauthorised absences of each child. The profile of attendance within school through certificates, awards and class trophies is also high.

Government guidance in relation to school attendance states the Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

From September 2018 a new 'Request For Absence During School Time' was introduced which must be completed and returned to school prior to the absence dates requested. No absence will be granted for Year 6 pupils between Easter and the end of SAT's in May.

Parents/guardians are also requested to consider the impact on learning when arranging medical, dental and other appointments which should be arranged whenever possible outside the school day. If this is not possible parents/carers will be requested to bring into school the appointment card/letter when bringing in or collecting their child and to complete the signing in and out book with the reason for lateness or early departure.

Punctuality is also an important factor and all children arriving late to school will need to be signed in at the school office. At the end of every half term we will be reporting how many minutes missed during late arrival or early collection.

The Attendance Officer makes regular visits to our school and reviews the attendance and punctuality of all children. We hope that there will not be a need to involve the attendance officer with the attendance of any children within our school. However, should a child's attendance fall below 90% this may be necessary as a child is classified as a Persistent Absentee which will automatically be followed up.

Should any parent/guardian wish to clarify any point or discuss attendance please do not hesitate to contact me.

Yours sincerely,

Mr M Piper  
Head Teacher