



**Archdeacon Cambridge's Church of England Primary School**  
 The Green, Twickenham, Middlesex. TW2 5TU Tel: 020 8894 4777 Fax: 020 8893 4762  
 email: info@archdeaconcambridges.richmond.sch.uk  
 Headteacher: Mrs. J. P. Foster B.Ed. (Hons) MA

### REQUEST FOR LEAVE OF ABSENCE

By law, once your child is registered in statutory education you are responsible for making sure she or he attends regularly. From 1st September, the Education (Pupil Registration) (England) (Amended) Regulations 2013 changed the rules about term-time absence. All references to family holidays and extended leave have been removed. The amendments specify that a Headteacher may not grant leave of absence during term time unless there are 'exceptional circumstances' and that if the leave is granted the Headteacher should determine the number of days a child can be away from school taking into consideration average levels of attendance for the child in question, a practice which has long been in place at Archdeacon Cambridge's. Parents should be aware that exceptional circumstances are those which offer **'unique and significant emotional value to the child which outweighs the loss of teaching time'**. **As always the Headteacher will consider each decision on a case by case basis. Parents should be aware that, under the new guidance, requests will normally be refused.**

If you think you might need to take your child out of school, discuss the reasons as soon as possible with the Headteacher. Reasons such as family bereavement or taking part in a religious event would be acceptable for short absences. Unacceptable reasons for missing school would include shopping and birthdays. Taking a holiday during term time means that children miss important school time – for educational and other activities. It can be difficult for them to catch up on work later on. Asking staff to provide homework relating to lessons not attended is not ensuring the curriculum is still covered and might well result in your child making less than expected progress.

<b>NAME OF CHILD</b>	<b>CLASS</b>
Have you requested a leave of absence for your child on any previous occasion? No/Yes number of days .... . If yes please outline the circumstances below:  	
Date and period currently requested	From: _____ To: _____
Duration of leave in school days:	
Reason for absence	
<i>Please make an appointment to see the Headteacher if you would like to discuss this further.</i>	

For Office Use:	
Current Attendance Level (%)	
Absence is authorised:	Absence is unauthorised:
          J P Foster (Mrs) <u>Headteacher</u>	          J P Foster (Mrs) <u>Headteacher</u>