

Term Time Absence Request Form
Stoneraise School



Stoneraise School will only consider authorising a term time absence if exceptional and unavoidable circumstances occur. These are considered as follows:

Bereavement

Absence for bereavement of a close family member is usually considered an exceptional circumstance for the funeral service.

Religious Observances

Absences for important religious observances are often taken into account for the ceremony and travelling time only. This does not include extended leave.

Return of Service Personnel

Absences for the return of forces personal or operational tours of duty are considered exceptional if they prevent contact with the parent during scheduled holiday time.

Specific medical needs

Absences for pupils with specific medical conditions, which require additional holiday time should be considered in conjunction with appropriate medical advice.

Family Trauma

Absences should be considered if a family is experiencing a significant trauma or crisis.

Each absence will be reviewed on an individual basis, taking into consideration past attendance record and whether your child would miss any key learning such as assessments.

Name of Child(ren) _____

Class _____

Dates of Absence Required: _____

Reason For Absence: _____

Parent Signature: _____ Date: _____

Please hand this form into the school office, a decision will be made within seven days of receipt of this form.

OFFICE USE:

Current attendance _____% Head Teacher Approval YES / NO

Signed _____ Date: _____

Copy to be retained on pupil file and register.