## Clover Hill Primary School

## **REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

The DFE regulations are clear that Headteachers should not authorise holiday leave of absence during term time. At Clover Hill, we believe good attendance is vital for a child to achieve their **full potential**. **Every child matters, every day matters**, **every minute matters!**

**Termtime holiday** requests **will not be authorised** and holidays exceeding 5 days will now be referred to the local authority resulting in legal sanctions, use of penalty notices or prosecution. This is in line with the Whickham primary cluster schools following the Gateshead Attendance Policy and Procedure. Please refer to the full policy on our website for further information regarding this.

|  |  |  |
| --- | --- | --- |
| Name of pupil |  | Year Group |
| Name of Parent/Carer |  | |
| Contact Numbers |  | |

|  |  |
| --- | --- |
| I request permission for my child to be absent from school between: - | |
| First Day of Absence |  |
| Last Date of Absence |  |
| Total School Days |  |
| Reason for absence | |

**Declaration**

*I have read and understood the information about leave of absence during term time, unauthorised holiday absence and Penalty Notices.*

### **Signature (Parent/Carer)**….………………………………………………….. **Date**……………………………

|  |  |
| --- | --- |
| The following part is to be completed by the Head Teacher | |
| **Persistent Absentee is classed as 90% or below**  Student attendance: | |
| Having considered the request for leave of absence the decision is:  Approved (the absence will be recorded as authorised)  Not approved (the absence will be recorded as unauthorised) | |
| Signed Headteacher | Date |