

# NEWBOLD SCHOOL

## Absence Request Form

**Please read carefully, and only submit form if it complies with information given:**

The DCSF (Department for Children, Schools and Families) discourages parents from taking children out of school during term time for holidays. Please note the following, as taken from the school Attendance Policy:

### **Extended holidays**

Children should be in school during term time. It is not in their interests to take extended holiday leave when they will miss vital instruction and activities related to their programme. Further it is not reasonable to expect the class teacher to prepare extra work for the child to take with them whilst holidaying, with the resulting marking, or to personally coach that child on return so that they can catch up with their peers.

Any parent / carer who finds it absolutely necessary for their child to be away from school during term time must complete an absence request form and submit it to the school office.

***It is illegal for a child to be withdrawn without permission.*** You will need to make quite clear your reasons for withdrawal during term times and these may not include the following:

1. Availability of cheap holidays
2. Availability of accommodation
3. Better weather
4. Overlap with the beginning or end of term

Please also understand that assessment tests are sat during May/June. This involves all children from Year 2 upwards. Some tests are voluntary, while Years 2 and 6 are compulsory. We use the voluntary tests, however, to gain an understanding of how your child is performing and we find these are as necessary as the compulsory tests. As the nature of their tasks is different, sometimes Year 2 testing continues on into June. We also highly recommend that the children are in school for several weeks prior to this test as important work to help them perform well is covered during this time.

**Name of Child** \_\_\_\_\_ **Year Group** \_\_\_\_\_

**Class Teacher** \_\_\_\_\_

**Dates requested: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Reason for absence during these dates:**

\_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
(signature of parent)

**Approved:** \_\_\_\_\_  
(signature of Headteacher)

**Not approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_