



Burghfield St Mary's C of E Primary School

UNAUTHORISED ABSENCE FROM EDUCATION DURING TERM TIME

This form is to be completed and forwarded to the Headteacher before the period of requested absence from education. The government has recommended that holidays should not be taken during term time and that the Head Teacher must not authorise this absence. Parents have a legal responsibility to ensure that their child attends school.

The KS2 SATs week is an important time for our year 6 children, families should not be taking leave during this time. You will need to check with the school for the specific dates in the month of May.

Absence from education does affect your child's progress in school.

We should however make you aware that the school cannot not be held responsible for any work your child will miss during their absence from education.

All absence from education will be recorded as unauthorised unless exceptional circumstances can be shown.

To be completed by the parent/ carer-

Name of pupil:	Class:
Reason for unauthorised absence from education during term time:	
Proposed start date of unauthorised absence:	Date of return to education:
Parent/ carer signature:	

For school use-

Number of days of unauthorised absence from education requested:	
Percentage of attendance:	
Has absence during term time been requested previously and if so when:	

Your child's attendance percentage is regularly shared with the Educational Welfare Officer (EWO). If it is considered low they will contact parents to discuss your child's attendance at school.