**WILLIAM CASSIDI C.E.AIDED PRIMARY SCHOOL**

**REQUEST FOR ABSENCE DURING SCHOOL TERM TIME**

Name of Child(ren): ………………………………………………………………..

School Year: ………………………………………………………………..

Address: ………………………………………………………………..

………………………………………………………………..

………………………………………………………………..

I/We request that the above named child(ren) be considered for approved absence from William Cassidi C.E. Aided Primary School on:

………………………… to ……………………………….. (inclusive)

Proposed destination: …………………………………………………………………

Reason for request for absence during term time: ……………………....................

…………………………………………………………………………………………

Signature of parent/guardian: …………………………………………………………

Date: ………………………………………………………………………………

THIS FORM IS TO BE COMPLETED BY THE PARENT/GUARDIAN AND FORWARDED TO THE HEAD TEACHER BEFORE THE PERIOD OF ABSENCE TO ENABLE THE REQUEST TO BE CONSIDERED AND A REPLY TO BE MADE

SCHOOL MAY AUTHORISE UP TO A MAXIMUM OF TEN DAYS IN ANY ACADEMIC YEAR BUT THIS IS NOT A RIGHT AND WILL DEPEND ON TIME OF YEAR AND ATTENDANCE RECORD OF THE INDIVIDUAL CHILD(REN)

Name of Child(ren): …………………………………………………………………..

School Year: …………………………………………………………………..

Period of absence requested: From: …………………….. to …………………..

Absence: granted/not granted

Absences granted during the academic year 2020/2021: …………………………..

Signed: ………………………… Head Teacher Date: …………..

Dear Parents/Guardians,

There is an established link between attendance and punctuality at school and academic success. At William Cassidi we strive to enable every child to reach their full potential and regular and punctual attendance is vital to this.

It is the responsibility of every Governing Body to set the level of agreed leave of absence from a school which can be up to a maximum of ten days or zero. The Governing Body review attendance figures of all pupils at our school on a termly basis and recognise the importance of punctual and regular attendance.

The school has an attendance target of 96.2%. The Governing Body have considered measures to increase and support good attendance. Registration certificates are issued with the Annual School Report in July so that parents/guardians can clearly see the number of absences and unauthorised absences of each child. The profile of attendance within school through certificates, awards and class trophies is also high.

From September 2011 a new ‘Request For Absence During School Time’ was introduced which must be completed and returned to school prior to the absence dates requested. Currently the Governing Body will continue to allow up to a maximum of ten days absence during an academic year at the head teachers discretion and this will be reviewed annually in the Summer Term. Absence will be approved depending upon the previous attendance of the child (including punctuality) to assess the impact of the requested absence. No absence will be granted for Year 6 pupils between Easter and the end of SAT’s in May.

Parents/guardians are also requested to consider the impact on learning when arranging medical, dental and other appointments which should be arranged whenever possible outside the school day. If this is not possible parents/carers will be requested to bring into school the appointment card/letter when bringing in or collecting their child and to complete the signing in and out book with the reason for lateness or early departure.

Punctuality is also an important factor and all children arriving late to school will need to be signed in at the school office.

The Attendance Officer makes regular visits to our school and reviews the attendance and punctuality of all children. We hope that there will not be a need to involve the officer with the attendance of any children within our school. However, should a child’s attendance fall below 85% this may be necessary as a child is classified as a Persistent Absentee which will automatically be followed up.

Should any parent/guardian wish to clarify any point or discuss attendance please do not hesitate to contact me.

Yours sincerely, Mrs. J. Cornelius 7th September 2020