



St Edmund Arrowsmith
Catholic High School

Prepare the way of the Lord

REQUEST FOR ABSENCE FROM SCHOOL

DURING TERM TIME

At St Edmund Arrowsmith CHS we place great emphasis on excellent attendance. To be successful at school and take advantage of all the amazing opportunities that school can offer, your child should aim to attend school for 100% of the time and arrive on time to school and lessons every single day. In order to support your child in attending 100% of the time and reaching their full potential we request that whenever possible, medical appointments are made outside of the school day as losing time during the school day will impact upon their overall attendance figure and also hinder their progress.

NAME OF STUDENT: _____ FORM: _____

I / We request that the above-named pupil is absence from school during the following periods:-

From: _____ To: _____

Date back in School: _____ Number of Absent Days: _____

The reason for this request is due to: *(please provide explanation for term-time absence)*

Signature of Parent/Carer: _____ Date: _____

Please note: This form **must** be submitted to school **at least 2-weeks before** the requested period of absence.

IMPORTANT INFORMATION: Requesting Time out of school during term-time

By law, you are legally responsible for ensuring your child receives full time education, and government legislation states that schools are unable to authorise any term time holidays as outlined below.

Parents can be fined for taking their child on holiday during term time without consent from the school (see the **Education Penalty Notice** Information Below). There will be gaps in your child's learning and education, that will impact upon their progress in the long term, making it difficult for them to catch up on work when they return.

The school closes for 70 days during the year, providing plenty of opportunities for holidays to be taken when it has the least impact upon your child's education. Any parent wanting to take a holiday during term time should apply in writing to the Headteacher, Mr Dumican. Each request will be considered on an individual basis and you will be informed by letter, of the outcome.

However, we should inform you that it is highly unusual for leave of absence to be granted for holidays during term time. **Any holiday or leave from school, taken without the headteacher's permission, will be unauthorized and legal action may be sought from the Local Authority.**