**Woodhey High School**

**Request for Term Time Absence Form**

Please complete this form as accurately as possible and submit it via email to [woodhey@woodhey.set.org](mailto:woodhey@woodhey.set.org) for the attention of Miss Tracy Boswell, Woodhey High School Attendance Officer, at least two weeks before the first day of absence. The Headteacher reviews all forms regarding requests for absence in term time.

Information on Term Time Absences can also be found on our website regarding Department for Education statutory guidance to schools on term time absences. The Headteacher will not grant any leave of absence during term time unless there are exceptional circumstances.

***‘Exceptional circumstances are described as rare, significant, unavoidable and short term and that the leave/absences could not reasonably be scheduled at another time.’*** *Please be aware that family holidays will not qualify as exceptional circumstances*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Form: |  |
| Request for absence start date: | |  | | |
| Return to school date: | |  | | |
| Number of school days absent: | |  | | |

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| --- |
| **Please give the reasons for the request in this box.**  **Please explain how you will assist your child to catch up the learning they have missed:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed: |  | Parent/Carer | Date: |  |
| Print Name: |  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **OFFICE USE ONLY** | | | |
| Date received: |  | **Authorised / Unauthorised** | |
| Headteacher comment: |  | | |
| Headteacher signature: |  | Date: |  |

Our school target for student attendance is a minimum of **97%**, any unauthorised absence will count towards the issuing of a penalty notice. Students whose attendance is a concern will attend regular appointments with staff to monitor their attendance and put strategies in place to support them, to get their attendance and, ultimately, their learning back on track.

Please be aware that:

* **Unauthorised Absences Penalty Notices *(e.g. Late to school or poor attendance)*** can be issued if a minimum of 10 sessions (5 school days) are lost to unauthorised absence by the student
* **Penalty Notices for Unauthorised Leave during Term Time *(e.g. Family Holidays or other absences during school time)***are issued if a student is absent for a minimum of 10 sessions (5 school days) for an absence relating to leave during the term time.

Please note that the Education Welfare Service issues Penalty Notices on behalf of Bury Local Authority and this therefore includes Woodhey High School. The issuing of a Penalty Notice is considered appropriate in the following circumstances:

* **Overt Truancy**
* **Parentally-condoned absences**
* **Unauthorised holidays in term time**
* **Excessive / Delayed return from an agreed / authorised holiday without prior agreement from the Academy**
* **Persistent late arrival at school (after the register has officially closed)**

This is not an exhaustive list. Each case will be considered individually

***If a parent/carer believes that their request for leave of absence is exceptional they must submit a Request for Term Time Absence Form at least two weeks before the absence is due to take place and we will write to you following the receipt of this request. If you require any further advice, please contact us and we will assist you with this matter.***