



Clore Shalom School
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Headteacher: Mrs Gemma Blaker

Application for Leave of Absence During Term Time

The law does not grant parents an automatic right to take their child out of school during term time. Permission for all absence in term time **MUST BE SOUGHT IN ADVANCE from the Headteacher (a minimum of 3 weeks' notice before the date when you want the period of absence to start is required)** using a separate form for each child.

Absence will only be considered in term time in **exceptional** circumstances. When deciding whether to allow term time leave, for any reason, the Headteacher will consider:-

- The time and duration of the leave
- Your child's overall attendance pattern
- Learning and assessments that will be missed
- % attendance to date must stand at 95 or over for any request to be considered

Please supply supporting evidence/letters if you wish to request absence in term time.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. Research suggests that children who are taken out of school may never catch up on the work they have missed. This may affect levels of attainment. Pupils who struggle with English or Mathematics may also find it harder to cope on their return.

Schools may decide whether or not to authorise leave of absence. Parents or carers should not expect such leave to be granted as of right. Permission will not be given if it is applied for after the holiday has taken place.

If requesting absence for attendance at weddings, bar mitzvahs or bat mitzvahs please enclose a copy of your invitation with your leave of absence request.

All medical requests are authorised and the form will not be returned.

Pupil's name Year

I request that my child be granted leave of absence on

Date Time

Reason for absence request

Signed Date

For Office Use only

Absence approved

School does not consider the request for absence to be exceptional

Headteacher's signature Date

Chesed, Resilience, Respect

Trust Registered Charity No: 1062730/0

