



COLD FALL PRIMARY SCHOOL

Coldfall Avenue

London N10 1HS

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Head Teacher: Mr Ewan Marshall

Request form for absence during term time

PLEASE COMPLETE AND RETURN THIS FORM TO THE SCHOOL OFFICE AS SOON AS POSSIBLE

Notes to Parents and Carers

- **Head Teachers may only authorise absence in exceptional circumstances. We define exceptional circumstances as:**
 - Illness and medical/dental appointments
 - Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart. Pilgrimages are not included as an example of religious observance
 - Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
 - The death or terminal illness of an immediate relative
 - The wedding or funeral of a close family member (immediate family plus grandparents, aunts, uncles, first cousins.)
 - Respite care of a looked after child
 - A housing crisis which prevents attendance
 - Sporting events or performing arts competitions at a national or significantly high level
- You must apply for permission in advance
- The request for leave must come from a parent or carer with whom the child normally lives.

When deciding whether to allow term time leave the school will consider:

- The time and duration of the leave
- Your child's record of attendance/record of appointments during school day
- Learning that your child will miss

Please note that multiple requests for leaves of absence during term time may result in a referral to the Local Authority's Education Welfare Officer.

TO THE HEAD TEACHER,

Authorised absence request for:

Child/ren Class:/.....

From To (Inclusive) Total number of school days

Reason (please give as much information as possible, use an extra page if necessary)

.....
.....
.....

Parent/Carer Signature

Date

FOR OFFICE USE:

Attendance percentage

- I authorise your child to be absent from school on the specified date
 I **DO NOT** authorise your request to take your child out of school

Head Teacher comment Absence Code.....

Head Teacher's signature Date