

**GORSE COVERT PRIMARY SCHOOL**  
**Notification of planned absence during term time**

**From the Department of Education**

Parents and carers have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education. It is also vital that they encourage their child's regular and punctual attendance in school. If a child is registered at a school then it is vital that they attend on a regular basis.

Name .....

Class .....

Dates .....

No of school days .....

Reason for absence needed to be taken in term time

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Education Regulations state that the Headteacher may **not** authorise any leave of absence unless there are exceptional circumstances. [www.education.gov.uk](http://www.education.gov.uk)

Holidays in term time will not be authorised unless there are exceptional circumstances. The Birchwood cluster of schools has a defined list of what would be considered **exceptional circumstances**. Absence requests that do not meet this criteria will not be authorised.

Headteachers are only able to authorise absences from school if there are exceptional circumstances or illness. Cheaper flights, weddings or birthday related holidays are not considered exceptional circumstances. If you choose to have your child absent for a holiday it will be recorded as unauthorised.

We would also ask that you ensure all routine dentist and doctor appointments are made outside of school hours whenever possible. After the first hospital appointment, you are also often able to choose your next appointment time.

Please note that if a child's attendance falls below 90% (equating to 19 days absence over a full year) our Educational Welfare & Safeguarding Officer will contact you regarding poor attendance. Unauthorised holidays will be used as evidence in any legal proceedings and parents can be fined via Warrington Borough Council's Attendance Service for taking their child on holiday during term time without consent from the school.

Please return the completed form to the school office for consideration by the Head teacher.

Signed ..... parent / carer