



Brightholmlee Lane
Wharnccliffe Side
Sheffield
S35 0DD

Tel: 0114 2862379

Fax: 0114 2299582

Email: enquiries@wharnciffeside.sheffield.sch.uk

Website: www.wharnciffeside.org.uk

Headteacher: Mr M Gaughan
Chair of Governors: Mrs S Brookes
Admin Officer: Mrs T Daghish

Term Time Absence Guidance

Nurturing confidence, nurturing potential, nurturing success.

Our Policy

Raising the attendance of pupils in all schools is a national issue. The more time children spend in school, the more effective teaching and learning is.

To promote good attendance we:

- Give individual termly certificates / end of year certificates for 100%, 99% and 98%.
- Have a weekly Trophy for the class with the highest attendance.
- Monitor attendance weekly and termly for all children and inform parents quickly of any concerns by phone or letter.
- Meet with parents to discuss concerns and also use Education Welfare Service to support parents and pupils.
- We review our policy each year, a full copy available on request.
- Contact Parents on the first day of unexplained absence.

Leave in term time

We would advise parents not to book holidays in term time at all, but we do appreciate that this is sometimes difficult.

The school does not have to automatically authorise leave, including holidays in term time. We will consider authorisation in **exceptional circumstances** but only when:

- A child has a record of 95% attendance up to the date of the request.
- The holiday is not to be taken during the first 2 weeks of Autumn Term (or Spring Term for January starters).
- The holiday will not fall in testing weeks (usually during the months of May and June).

Applying for Leave in Term Time

If you wish to apply for leave in term time please return this form duly completed back to school and book an appointment to see the Headteacher **You will be notified by the return of the form if it has been approved, or not. Requests must be made at least 20 days in advance by parent / carer.**



REQUEST FOR TERM TIME LEAVE: APPLICATION FORM

This form should be completed and returned to the school office.

Requests must be made 20 days in advance by Parent / Carer to enable time for schools to consider. The form will be completed below and returned.

You may be required to book an appointment with the Head Teacher to discuss your application.

Name of pupil/s:			
Siblings in other schools:			
Name of parents / carers			
Telephone no:			
E-mail:			
Dates of request:	<i>From:</i>	<i>To:</i>	<i>No. of school days:</i>
Why are you requesting leave of absence during term time?			
Do you consider there to be exceptional circumstances? <i>(Please indicate & attach relevant evidence to support your circumstances)</i>			YES / NO
What steps have you taken to minimise the impact of the leave on your child's learning?			
Where will you be staying during this leave period? Please provide the full address & emergency contact details:			
<ul style="list-style-type: none">• I confirm that the information on this form is true.• I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the due date.• I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school.• I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher.			
Signed by Parent / Carer:		Print name & relationship to child:	Date:
FOR SCHOOL USE ONLY and return to Parents / Carers			
Date request received:		Number of days requested:	
Signed:		Number of days authorised:	
Dated:		Number of days unauthorised:	
Attendance %:	Application Approved:		Application Denied:
Comments:			

