EYNSHAM PARTNERSHIP ACADEMY

Registered in England and Wales

Company number 07939655

Care Respect Equality Achievement Trust Excellence

Tel: 01865 881948

email: office@stantonharcourtschool.org.uk

Headteacher: Mrs Marilyn Trigg

Stanton Harcourt School

Notification of intention to remove a child during term time

Amendments to the registration regulations remove references to family holidays and extended leave as well as the threshold of ten school days. The amendments make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Please note that SATs for Ys 2 and 6 occur during May every year and preparation for these is on-going during April and May. A copy of the new Attendance Policy is available from the school office.

Please indicate below why you are removing your child(ren) from school during term time and confirm that you aware that any absence will be recorded as unauthorised, other than in 'exceptional' circumstances.

Child(ren)'s name(s) ……. Class(es) ……...

It is my intention to remove my child(ren) from school during term time from …… (first day of absence) until …… (last day of absence).

Reason for absence during term time:
……
……

Are you also applying for leave of absence for any siblings at other schools? If so, please give details below:

Name of Sibling	School	School Year

I understand that the school will not provide work for my child whilst absent from school or provide a catch-up programme.

Signed (parent / carer) ……..

Record of absence for register ***Unauthorised / authorised (please delete)***

Child's name_____ Class _____ Dates of absence _____

Child(ren)'s name(s) ……Dates of absence……..
Absence unauthorised □ Absence authorised due to exceptional circumstances □

…… Rachel Crouch, Headteacher