



## SAUNDERSFOOT CP SCHOOL

### Request to take child out of school during term time

(Please provide as much information as possible)

|   |  |  |  |
|---|--|--|--|
| Child's Name:   |  |  |  |
| Date of Birth:  |  |  |  |
| Class:  |  |  |  |
| The overall % attendance pattern of the child/ren:  | Sept 2018 - July 2019 :<br><br>Sept 2019 to date : |  |  |
| Dates of Absence:<br>(From/To dates)  |  | Duration of absence:<br>(school days missed) |  |
| Purpose of the absence, circumstance of the family, impact on continuity of learning, please include reason for absence during term time: |  |  |  |
| Please provide any documents that may help the panel in making an informed decision.  |  |  |  |
| The date the pupil will return to school:   |  |  |  |
| Names and schools of any siblings:  |  |  |  |

UK contact details:

(name, address and contact number of a relative or friend who we can make contact with if you do not return on the stated date)

## Home School Contract

### *Absences in Term Time 2019-2020*

At Saundersfoot School a panel is held to discuss absences taken during term time to decide whether they will be authorised or unauthorised. Each request is looked at and considered on an individual basis.

If, however, there is extended absence, then the parent/s or guardian/s will discuss with the school about taking work to ensure that the child keeps up with their education during the absence.

If the pupil/s do/does not return by the agreed date they are at risk of losing their school place/s and they will be removed from the school register in accordance with the admission guidance Education (Pupil Registration) (Wales) Regulations 2010 section 4 which states 'the pupils has ceased to attend the school and no longer resides within a reasonable distance from the school'.

Please note that we cannot guarantee that a place will be available for your child in the school of your choice on your return but you will be offered a place at the nearest school with room available in the year group.

Failure to return on the agreed date will prompt welfare concerns; a child who goes missing from education may be considered to be at risk of significant harm. Any such concerns will immediately be referred to the statutory authorities for consideration.

Signed: \_\_\_\_\_ Parent or Guardian

Date: \_\_\_\_\_

### Attendance coding explained

|   |  |                      |
|---|--|----------------------|
| G | Family holiday (not agreed or sessions in excess of agreement) | unauthorised absence |
| C | Other authorised circumstances (not covered by another code)   | authorised absence   |
| I | Illness  | authorised absence   |
| H | Agreed family holiday  | authorised absence   |
| F | Agreed extended family holiday                                 | authorised absence   |
| M | Medical or dental appointment                                  | authorised absence   |
| R | Day set aside exclusively for religious observations           | authorised absence   |
| O | Other unauthorised (not covered by other codes)                | unauthorised absence |
| N | No reason for the absence provided yet                         | unauthorised absence |

