

*Our vision: Creative learning,
personal achievement and
happiness.*

Mrs L Batey - Headteacher



Shankhill C of E Primary School

Hethersgill

Carlisle CA6 6JA

office@shankhill.cumbria.sch.uk

01228 577264

Term Time Absence Request Form Shankhill C of E School

Shankhill School will only consider authorising a term time absence if exceptional and unavoidable circumstances occur. These are considered as follows:

- **Bereavement** – Absence for bereavement of a close family member is usually considered an exceptional circumstance for the funeral service.
- **Religious Observances** – Absences for important religious observances are often taken into account for the ceremony and travelling time only. This does not include extended leave.
- **Return of Services Personnel** – Absence for the return of forces personnel from operational tours of duty are considered exceptional if they prevent contact with the parent during scheduled holiday time.
- **Specific Medical Needs** – Absence for pupils with specific medical conditions, which require additional holiday time should be considered in conjunction with appropriate medical advice.
- **Family Trauma** – Absences should be considered if a family is experiencing a significant trauma or crisis.

Each Absence will be reviewed on an individual basis, taking into consideration past attendance record and whether your child would miss any key learning such as assessments.

Name of child:		
Class:		
Dates of Absence required:	From:	To:
Reason For Absence:		
Parent Signature:		Date:

Please hand this form into the school office, a decision will be made within seven days of receipt of this form

OFFICE USE:

Current Attendance _____%

Head Teacher Approval YES / NO

Signed: _____

Date: _____

Copy to be retained on pupil file.

*"This is a good school ... Activities capture pupils' interests and inspire confidence and enjoyment ...
Excellent relationships between adults and pupils create a positive climate where pupils want to learn and do well." Ofsted 2015*



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