

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

*Enabling every child to flourish and 'to live life in all it's
fullness'. (John 10:10)*



Shankhill C of E Primary School

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Term Time Absence Request Form Shankhill C of E School

Shankhill School can 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 personal 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 at least 2 weeks prior to the date of the absence, and a decision will be made within seven days of receipt of this form.

OFFICE USE ONLY:

Current Attendance	%	Headteacher Approval	YES / NO	Register entry date	Copy retained on pupil file
Signed				Date	

"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



www.shankhill.cumbria.sch.uk