



Notification of absence during term time

This form must be completed to inform us of ALL absences

You must inform the school in advance of your intention to remove your child for planned absences including appointments. Failure to do so may result in the Educational Welfare Services being informed. We are required by law to differentiate in our register between authorised and unauthorised absences from school. All absences must be reported to school with the relevant reason – types of illness must be stated.

Name of Pupil		Class		% Attendance	
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Name of Parent making request					
Absence Start date		Absence Start time			
Days or part days absent		Return to School Date			
Reason for absence					

Exceptional circumstances for Head Teacher consideration:

Meal Type if arriving in school after 10am:

See note below regarding arrival/departures over the lunch break period

Parents Signature		Date	
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Pupils who have been absent during the morning session must return to school 10 minutes before the start of their lunch break or 5 minutes before the start of their afternoon session. Pupils are not permitted to arrive or leave the premises during the lunch break session (unless they are unwell and we have asked you to collect them from school).

Classes 3 – 5 (Reception) Lunch 12.30 to 1.15pm	Classes 6 to 12 Lunch 11.30 to 12.15pm	Classes 13 to 20 Lunch 12.15 to 1.00pm	Classes 21 to 28 Lunch 1.05 to 1.50pm
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Appointment cards/letters **must be presented** to evidence medical absences, for these to be authorised absences

Head Teacher Signature:		Authorised ✓		Attendance Mark
		Not authorised ✓		

Notes for parents are shown overleaf

- During May each year, formal assessments are carried out for all children.
- Year 1 phonics assessments take place in June.
- Therefore, it is essential that all children are in School during this time.

Parents DO NOT have the legal right to take their child out of school for holidays during term time.

These absences will not be authorised and may lead to your child losing their place in the school.

If children do not attend regularly, or have long periods away from school, they can quickly fall behind their peers. If children are absent and we do not know the reason for absence we will contact you as soon as possible and ask why. Current regulations make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Each day is one that cannot be repeated.

We cannot teach the children if they are not in school.

Children must attend school regularly if they are to achieve to their full potential.

Please use the term dates provided on our website to plan your holidays.

We urge you as parents to ensure that your child attends school every day, unless they are ill.

The following table shows when your child's attendance figure will trigger our concern and appropriate action will be taken (% attendance):

96+ %	No concern
90-95.9 %	Concern
70-89.9 %	At risk of underachievement
40-69.9 %	Severe risk of underachievement, automatic referral to the Education Welfare Service
0-39.9 %	Extreme risk of underachievement, automatic referral to the Education Welfare Service

Please Note:

Tudor Court may issue Fixed Penalty Notices for Unauthorised Absences.

The school in consultation with Thurrock's attendance officers will issue a penalty charge notice for non-attendance, unauthorised family holidays and or late arrival/collection of children or any other circumstance that the school deems acceptable.