



# Term Time Absences

Please read the guidelines below regarding term time absences from school. We would like to thank you in advance for your support and understanding in these matters.

## Unplanned Absences (e.g illness)

- School should be notified of any absence by 10am on the same day as the absence
- Please phone the school on 015242 71275 and press option 1 to leave a message
- To e-mail school, use this address: [studentabsence@qes.org.uk](mailto:studentabsence@qes.org.uk)
- This should be followed up by a letter to the form tutor on the day of return

## Other Absences (e.g funeral/sporting event/work experience)

- Please apply in writing or email: [studentabsence@qes.org.uk](mailto:studentabsence@qes.org.uk) marked for the attention of Mrs H Gray, Assistant Headteacher
- These requests are dealt with on an individual basis and will be recorded accordingly

## Planned Absences (e.g Family Holiday)

Although we endeavour to be as reasonable as possible about term time holidays at QES, since September 2013 the Department for Education has removed school's ability to authorize leave of absence. Parents no longer have any legal entitlement to take their child out of school during the school term and can be fined for doing so. However, if there are exceptional reasons for the holiday, which meet the government's new guidelines, school can authorise up to 10 days holiday in any one year provided the child's attendance is otherwise excellent.

Please apply for any such leave of absence by completing a Holiday Application form at least 2 weeks prior to the event and return it to **Mrs Gray, Assistant Headteacher** for consideration and authorisation **BEFORE** confirming your holiday arrangements. This is to enable your request to be considered against the criteria set by the government and, if it is authorised, to allow pupils time to collect any work that will be missed. We will not be able to authorise any holidays during internal or external exam times and, if you have any doubt about dates, please contact Ms Jan. Ireland in the school office who will advise you of these before booking your holiday.

**Please note, we have been advised that we cannot accept parents' working rotas or holiday costs as valid reasons for a term time holiday.**

We thank you in advance for your co-operation and understanding.

Hayley Gray (Assistant Headteacher)  
Jan Ireland (Attendance Officer)