

Request for Absence in School Time

Pupils are **only** in school for 190 days each year

There are 175 other days for holidays and other activities

The government considers attendance unacceptable below 95%.

A weeks' absence for holiday and a weeks' absence for illness would give an attendance figure below 95%.

How to use this form:

- Use for all absence other than sickness.
- Return to the school **4 weeks before** the date of requested absence, if possible.
- Use a separate form for each child and each absence.

Guidance:

- A) There is no entitlement to take a child out of school for a family holiday. **A Fixed Penalty Notice may be issued if Pupils are taken on an unauthorised holiday.**
- B) Absences will only be authorised if this request is made in advance of the dates your child will be absent from school **AND** if the circumstances of the absence are **'exceptional'**. **'Exceptional'** is likely to be rare, significant, unavoidable and short. The law states that parents must ensure their children regularly attend school to receive their education. The Headteacher can only authorise absence in exceptional circumstances. Whether the absence is exceptional is at the Headteacher's discretion.
- C) In relation to 'unavoidable' absence, the Headteacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.
- D) If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.
- E) No request in the Autumn Term will be authorised if the child's attendance in the **previous** academic year was less than 95%. Requests in the Spring and Summer Terms will not be authorised if your daughter's attendance in the current year could not reach 95% by July due to the requested absence.
- F) See Parent Guide to School Attendance and Absence Policy on school website for further information.

Parent/Guardian to complete this section:

Name of child:

Form:

Is this the 1st request for absence this academic year?

Yes / No

Dates requested:

Number of **school** days requested:

Why is this absence exceptional?

(continue on a separate sheet if necessary)

Name of person making request & relationship with child:**Declaration**

I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates' Court.

Signed:**Dated:****School Office to complete this section:**

Previous Years' Attendance: %	Blue	More than 98.3%	Outstanding
	Green	98.2 - 95%	Good
Current Attendance: %	Amber	94.9% - 90%	Requires Improvement
	Red	Below 90%	Cause for concern

Headteacher to complete this section:

Your request is approved and the absence as set out above is duly authorised .	The code placed in the register will be:	Educated Off Site	B
		Religious Observance	R
		Educational Visit or Trip	V
		Other Authorised Circumstances (includes public performances – Licence required)	C
		Family Holiday NOT agreed	G
		Approved Sporting Activity	P

Your request is **not approved**. If the pupil is absent as proposed above, it will be recorded as **unauthorised** for the following **reason**:

<input type="checkbox"/>	I am really sorry but I cannot authorise term-time absence for holidays.
<input type="checkbox"/>	This absence request will, if taken, will be forwarded to WSCC for consideration of fixed-penalty.
<input type="checkbox"/>	Please forward documentation to show participation/travel arrangements/appointments etc.
<input type="checkbox"/>	Please refer to the guidance section. The box(es) ticked will outline why the request was declined.
<input type="checkbox"/>	

Signed:
(Headteacher)**Dated:**