

**Request for Absence from Learning**

Pupils are **only** in school for 190 days each year.
There are 175 other days for holidays and other activities.
80% attendance represents **1 day off every week.**
90% attendance represents **1 day off every fortnight.**
We expect attendance to be 95% or above for every child.

How to use this form:

- Use for all absences other than sickness
- Return to the school before the date of requested absence begins
- Use a separate form for each child and each absence

Guidance:

- The Headteacher is not permitted to grant authorised holiday during term time, except in exceptional circumstances (see Attendance Policy for details).
- Absence for more than 10 school days in an academic year will not be authorised unless there are very exceptional circumstances which are acceptable to the school.
- Please read the information on the reverse of this document before completing this form.
- This policy is guided by DCSF guidance on attendance, the 2006 Pupil Registration Regulations, more information of which can be found at: <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>

Parent/Guardian to complete this section

Name of Child:	Class:
Is this the first request for absence this academic year? Yes / No	
Absence requested from / / to / / Return to school date	
No. of school days absence requested	Child will return to school on / /
Reason for absence:	
Parent's signature:	
Date:	
<i>I have read and understand the information and conditions on the reverse of this form.</i>	

School Office to complete this section

Attendance 2018/19 %	Green	More than 95%	Satisfactory
(Current position)	Amber	85% to 95%	Needs improvement
Colour Code: Green / Amber / Red	Red	Less than 85%	Unsatisfactory

Headteacher to complete this section

Name	The code placed in the register will be:	Medical / Dental Appointment	M
		Religious Observance	R
		External exam – Ballet, Music etc.	B
		Approved Sporting Activity	P
		Attending interview	J
		Educated Off-Site	B
		Other Authorised Circumstances	C
Your request is approved and the absence as set out above is duly authorised.		Unauthorised holiday	G
Your request is not approved. If the pupil is absent as proposed above, it will be marked in the register as unauthorised for the following reason:		Unauthorised absence	O

Headteacher's signature	Date:
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Attendance Matters

Research repeatedly shows that the more time pupils spend in lessons, the more they learn! It is for this reason that the length of the school day has increased in the past few years. It is also the reason why the Headteacher takes a great deal of interest in the amount of time that pupils are absent from school, whether through illness or holidays.

- There are thirteen weeks of school holidays for pupils
- The loss of learning due to holidays in school time can add up over the course of a pupil's career

Parents have no legal entitlement to remove their children from school for a family holiday. Although some headteachers will authorise up to two weeks absence, they are not obliged to do so. If authorisation is refused and the holiday is still taken, the absence will be marked as unauthorised in the register. This will be marked on the pupil's record and will stay with them throughout their school career.

The Headteacher will not authorise absence for pupils during the SATs tests or at the beginning of September.

Parents must contact the school as soon as possible should anything delay their child's return to school on the due date. If a pupil fails to return on the expected date and does not have an exceptional reason, the absence will be marked as unauthorised. The school will contact the Pupil Entitlement Investigation Officer at the Local Authority. The school reserves the right to remove the pupil from the school roll after reasonable enquires have been made with the Local Authority as to where the child is and how they might otherwise be receiving education.

You may not realise that

If pupils take two weeks of annual holiday in term time every year, then:

By the end of Key Stage 1 (Year 2)

They will have lost over a month of learning

By the end of Key Stage 2 (Year 6)

They will have lost three months of learning

By the end of Key State 3 (Year 9)

They will have lost four months of learning

By their GCSE exams (Year 11)

They will have lost more than six months of learning