



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.

80% attendance represents **1 day off a week.**

90% attendance represents **1 day off per fortnight.**

How to use this form:

- The application should be made well in advance and at least five days before the first day of absence if possible.
- Please use a separate form for each child and each absence.

Guidance:

- Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.
- Parents/Carers requesting absence during term time should provide full details in order for the Headteacher to decide if there are exceptional circumstances.
- In making this decision your child's past and present attendance will be considered.
- The Headteacher will notify you of the decision within five working days of receipt of this form.

Parent/Guardian to complete this section:

Name of child:		Class:	
Is this the first request for absence this academic year?		Yes / No	
First Day of Absence:	Number of school days requested:		
Final day of Absence:			
Please indicate any other school to which you are applying:			
Reason:			
Signed:		Date:	

School Office to complete this section:

Last Academic Year Attendance	%	Green Amber Red	Green	More than 95%	Satisfactory
			Amber	85% to 95%	Needs improvement
Current Attendance:	%	Green Amber Red	Red	Less than 85%	Unsatisfactory
			Holiday taken so far this academic year		

Head Teacher to complete this section:

Your request is approved and the absence as set out above is authorised.	
Your request is not approved . If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:	

Signed:	Dated:
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