Absence Request Form

Our School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. Positive school attendance correlates to high pupil attainment and progress.

Parents/carers are expected to make sure their child attends every day and on time. It is also expected they only request a leave of absence in exceptional circumstances and do so in advance.

Approval for term-time absence
The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'.

We define ‘exceptional circumstances’ as; one-off events which are unavoidable, examples may include the death of a close relative, attendance at a funeral, or a housing crisis which prevents attendance.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 days before the absence, and in accordance with any leave of absence request form, accessible via the school office and website. The Headteacher may require evidence to support any request for a leave of absence.

The School will consider authorising absence for term time holiday for;

- Returning to a Country of Birth for the child or immediate family member (father, mother, sibling)
- Service personnel and other employees who are prevented from taking holidays during term time eg prison service
- Parents who are subject to a strict and non-negotiable holiday rota and evidence is provided to this effect on headed paper
- When a parent is employed by a business that operates an annual shutdown
- When a parent’s work is seasonal
- Other exceptional circumstances at the Headteacher’s discretion

Requests for holidays for the following reasons will not be authorised:

- Cheaper cost of holiday
- Availability of the desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with the beginning or end of the term.

The School will not authorise a holiday during periods of national tests, i.e. SATS, phonics check, multiplication test.

Attendance	Days Absent	Weeks Absent	Lessons Missed
95%	9 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons
85%	29 Days	6 Weeks	150 Lessons
80%	38 Days	8 Weeks	200 Lessons
75%	48 Days	10 Weeks	250 Lessons
70%	57 Days	11.5 Weeks	290 Lessons
65%	67 Days	13.5 Weeks	340 Lessons

Children are required by law to attend school 190 days per year.

The Government states that every pupil’s attendance should be at least 95%.

Child(ren)'s Name(s)	Class

Period of Absence

From (1st day of absence)	To (last day of absence)

Reason for request:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absences during term time, and accept that this may have a detrimental impact on my child's progress.

Parent/Carer's Name (printed):

Parent/Carer's Signature:	Date:

Headteacher's Signature	Date:

OFFICE USE ONLY:

Authorised?

Yes	No