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:

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

Guidance:

- Absence for a holiday is discretionary, not an automatic entitlement. It can only be authorised by the Headteacher.
- Requests in the Autumn Term will not be authorised if the child's attendance in the previous academic year was less that 89.99%. Requests in the Spring and Summer Terms will not be authorised if the child's attendance in the current academic year is less than 89.99% which is code Red.
- Absence for more that ten school days in an academic year will not be authorised unless there are very exceptional circumstances acceptable to the school.

Parent/Guardian to complete this section:

Name of Child:	Class:
Is this the 1st request for absence this academic year:	Yes/No
Dates requested:	Number of **school** days requested:
Reason:	
Signed:	Dated:

School Office to complete this section:

Attendance year: (05/06)	%	Green	95% or more	Satisfactory
Current Attendance:	%	Amber	90% to 94.99%	Needs Improvement
		Red	89.99% or less	Unsatisfactory
Colour Code: Green/Amber/Red				

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:	Annual Family Holiday	H
			Medical/Dental appointment	M
			Religious Observance	R
			Educated Off Site	B
			Other Authorised Circumstances	C
			Sickness	I

Your request is not approved. If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:	
Reason: If you have any queries please speak to Mrs Harkness.	
Initialled:	Dated: