

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 every week.**
 90% attendance represents **1 day off every fortnight.**

From September 2013 the Department for Education (DFE) amended the Education (Pupil Registration) (England) Regulations 2006. The amendments make clear that Head Teachers cannot grant any leave of absence during term time unless there are 'exceptional circumstances'. In line with these new regulations, holidays during term time will not be authorised. However if there are 'exceptional circumstances' surrounding your request, complete this form giving full details for the Head Teachers consideration. Please remember; pupils are in school for 190 days each year and there are 175 other days for holidays and other activities.

How to Use this Form

- Use for all absences other than sickness
- Make sure the form is submitted to us before the date of the requested absence
- Complete a form for **each child** and each absence

Guidance

- Absence from school for a holiday is discretionary, not an automatic entitlement. It can only be authorised by the Headteacher.
- Absence for one off days will not be authorised, unless there are very exceptional circumstances.
- 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 the form.

Parent/Guardian/Carer to complete this section

Name of Child:	Class:
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Is this the first request for absence this academic year?	Yes / No
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Dates Requested:

No. of school days absence requested:	Child will return to school on:
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Reason for the request:

Declaration:

I confirm that the information I have given on this form is true. I understand if I do not fully complete this form, fully respond to request 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 Fixed Penalty Notice (FPN) or by prosecution in the Magistrates Court.

Signed (Parent/Carer):	Date:
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Full Name:

Unless further information is required a decision will be sent to you within 5 school days.

School Office to complete this section

Attendance 2018/2019:	Green	More than 96%	Satisfactory
	Amber	85% to 96%	Needs improvement
Colour Code: Green/Amber/Red	Red	Less than 85%	Unsatisfactory

Head Teacher to complete this section

Record of Decision of the request for absence:

Having considered the information presented the decision of the Head Teacher is: (please tick)

Absence will be authorised

Absence will not be authorised

The code (**authorised**) placed in the register will be:

External Exams – Ballet, Music, etc	V	Educated Off-Site	B
Attending interview	J	Medical / Dental Appointment	M
Other Authorised Circumstance	C	Approved Sporting Activity	P

The code (**unauthorised**) placed in the register will be: **Unauthorised Holiday – Code G, Unauthorised Absence code O**

Time

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 their end of Key Stage tests.

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 remove the pupil from the school roll after an additional ten school days absence.

'Lost Time'

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 Stage 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