



Request for Absence in School Time

From September 2013 the Department for Education (DFE) amended the Education (Pupil Registration) (England) Regulations 2006. The amendments make clear that Headteachers 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.

Pupils are **only** in school for 190 days each year.
There are 175 other days for holidays and 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 school 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/Carer to complete this section only:

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 for absence request:			
<p>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 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.</p>			
Signed (Parent/Carer):		Date:	
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 2021/2022:	Green	More than 96%	Satisfactory
	Amber	85% to 96%	Needs improvement
Colour Code: Green/Amber/Red	Red	Less than 85%	Unsatisfactory

Headteacher 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:			Date:
The code (authorised absence) 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 absence) placed in the register will be:			
Unauthorised Holiday	G	Unauthorised Absence	O