

THE ANGMERING LOCALITY: WORKING TOGETHER ON PUPIL ATTENDANCE



REQUEST FOR ABSENCE FROM LEARNING IN SCHOOL TIME

CHILDREN 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**.

PARENT/GUARDIAN NAME AND ADDRESS	HOW TO USE THIS FORM
	<ul style="list-style-type: none"> Use for all absence other than sickness Return to school well in advance of the date of requested absence Use a separate form for each child and each absence

THE DEPARTMENT FOR EDUCATION STATES THAT HEADTEACHERS MAY NOT GRANT ANY LEAVE OF ABSENCE DURING TERM TIME UNLESS THERE ARE EXCEPTIONAL CIRCUMSTANCES. THE CURRENT LAW DOES NOT GIVE ANY ENTITLEMENT TO PARENTS TO TAKE THEIR CHILD ON HOLIDAY DURING TERM TIME. ANY APPLICATION FOR LEAVE MUST BE IN EXCEPTIONAL CIRCUMSTANCES AND THE HEADTEACHER MUST BE SATISFIED THAT THE CIRCUMSTANCES WARRANT THE GRANTING OF LEAVE.

Name of Child:	Class:
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Is this the first request for absence this academic year? YES /NO

Dates requested:	Date expected back in school:	Number of school days requested:
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Reason for request for absence from learning – please detail why you consider this to be an exceptional circumstance (continue overleaf if necessary):-

Please also supply any supporting documentation as proof.

I will be making an Absence Request for children at the following schools (please list the school and names of child/ren):-

Signed:	Date:
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SCHOOL OFFICE TO COMPLETE THIS SECTION

Previous Year's Attendance	%	Green	More than 95%	Satisfactory
Current Attendance	%	Amber	92% to 94.9%	Needs improvement
Colour Code	Green / Amber / Red	Red	Less than 92%	Cause for concern

HEADTEACHER TO COMPLETE THIS SECTION

Your request is approved and the absence as set out above is duly authorised . <input type="checkbox"/>	The code placed in the register will be:			
	Annual Family Holiday	H	Educated Off Site	B
	Religious Observance	R	Approved Sporting Activity	P
	Other Authorised	C	Unauthorised holiday absence	G
	Educational Visit	V	Unauthorised absence	O

Your request is **not approved**. If the pupil is absent as proposed above it will be recorded as **unauthorised**.

Reason:

Signed:	Date:
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