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
	• 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 law states that parents must ensure their children regularly attend school to receive their education. The department for education states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short. The current law does not give any entitlement to parents to take their child on holiday during term time.
Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the Headteacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.

Name of Child:	Class:

Is this the first request for absence this academic year?   YES / NO

Dates requested (from:) (to):	Date expected back in school:	Number of school days requested:

Reason for request for absence from learning – If you wish for this absence to be authorised, you will need to fully explain why the circumstances of this absence are exceptional (continue overleaf if necessary). Please also provide copies of appropriate evidence.

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

Signed:	Date:

SCHOOL OFFICE TO COMPLETE THIS SECTION			
Current Academic Year Attendance:	%	Last Academic Year Attendance	%

HEADTEACHER TO COMPLETE THIS SECTION		

	Your request is **approved** and the absence as set out above is duly **authorised.**

Typical codes placed in the register will be:

Attending education at another site	B
Exceptional circumstances	C
Approved sporting activity	P
Religious observance	R
Unauthorised holiday absence	G
Unauthorised absence	O

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

Reason:

☐ Legally unable to authorise holiday

☐ No exceptional circumstances

☐ Other:

	Rare
	Short
	Significant
	Unavoidable

Signed:	Date:

Regular attendance at school is important for your child's education and is a legal requirement.
Responsibility of this rests with the parents.
Only the school, not the parents, can authorise absence.