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| Request for Absence in School Learning Time Pupils are **only** in school for 190 days each year.  **There are 175 other days for holidays and other activities.**  80% attendance is equivalent to having one year off school  during secondary education. | | | | | | | | |
| **How to use this form:** | | | | | | | | |
| * Use this form for all absence other than sickness. Please use a separate form for each student and each absence * Please return to the school at least two weeks **before** the date of requested absence. | | | | | | | | |
| **Guidance:** | | | | | | | | |
| 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. Leave of absence shall not be granted unless:   * An application has been made in advance to the Headteacher by a parent with whom the child normally resides, and * The Headteacher or a person authorised by the Headteacher in accordance with the above paragraph considers that leave of absence should be granted due to the exceptional circumstances relating to that application. | | | | | | | | |
| **Parent/Guardian to complete this section:** | | | | | | | | |
| Name of student: |  | | | | | Tutor Group: |  | |
| First day of absence |  | | | | | First day  back at school |  | |
| Is this the first request for absence this academic year? | | | | | Yes  No | No. of school days requested |  | |
| Reason: | | | | | | | | |
| Signed: | | | | | | Date: | | |
| **School Office to complete this section:** | | | | | | | | |
| Attendance Last Year | | % | | Green *More than 95% (Satisfactory)*  Amber *90% to 95% (Needs improvement)*  Red *Less than 90% (Unsatisfactory)* | | | | |
| Current Attendance: | | % | |
| **Head Teacher 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: | | | | | | | | |
| Attending Interview | | | **J** | | Religious Observance | | | **R** |
| Approved Sporting Activity | | | **P** | | Educated Off Site | | | **B** |
| Other Authorised Circumstances | | | **C** | | Medical/Dental Appointments | | | **M** |
| Your request is **not** **approved.** If the student is absent as proposed above, it will be recorded as:  Unauthorised | | | | | | | | **G** |
| For the following reason: | | | | | | | | |
| Signed: | | | | | | Date: | | |