



REQUEST FOR ABSENCE FROM LEARNING 2026 / 2027

Pupils are only in school for 190 days each year. **There are 175 other days for holidays and other activities.** 80% attendance represents **one day off every week.** 90% attendance represents **1 day off every fortnight.** There is no entitlement to, and headteachers are not permitted by law to grant, absences for holidays in 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’. If a family choose to take their child / children out of school for a holiday, they may be subject to a Fixed Penalty Notice (FPN) or court summons. All unauthorised absences of 10 sessions (5 school days) or more are referred to West Sussex County Council for an FPN.

Please complete this form and return to the school office. (Paper copies are available on request). .

STUDENT DETAILS

NAME					
ADDRESS					
DATE OF BIRTH		YEAR GROUP		CLASS	

LEAVE OF ABSENCE REQUEST DETAILS

START DATE	/ /	END DATE	/ /	
RETURN TO SCHOOL DATE	/ /	NO. OF DAYS ABSENT		

Please give a reason for absence and explain the exceptional circumstances you would like the headteacher to consider -

PARENTAL DETAILS

PARENT 1			
NAME			
SIGNED		TRAVELLING WITH CHILD	Y / N
PARENT 2			
NAME			
SIGNED		TRAVELLING WITH CHILD	Y / N

DATE	/ /
------	-----

OFFICE USE ONLY

CURRENT ATTENDANCE %
TOTAL SESSIONS MISSED THIS ACADEMIC YEAR
TOTAL UNAUTHORISED ABSENCES THIS YEAR

SATISFACTORY - MORE THAN 96%
NEEDS IMPROVEMENT - 85% - 95%
UNSATISFACTORY - LESS THAN 85%

GREEN
AMBER
RED

REQUEST AUTHORISED
CODE TO BE PLACED ON REGISTER

YES / NO
G / C / O / R / B / J / P
OTHER -

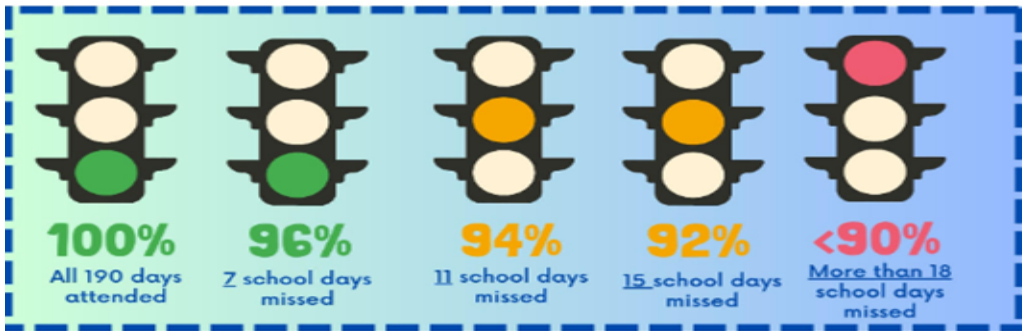
HEADTEACHER SIGNATURE		DATE	/	/
-----------------------	--	------	---	---

HEADTEACHER COMMENTS -

Holiday requests cannot be approved. If the pupil is absent as proposed above, it will be marked as unauthorised - absences of more than 10 sessions will be referred to WSCC.

ATTENDANCE MATTERS

We know that there is a link between good attendance in school and children who thrive socially, emotionally and academically.



Good attendance and punctuality allows children to develop friendships, teamwork and communication skills that are important for their future success. Missing school frequently can lead to learning gaps, lower academic performance and difficulty keeping up with peers.