



St Mary's CE (Aided) Primary School, Pulborough

Request for Absence from Learning

Pupils 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 every week.**

90% attendance represents **1 day off every fortnight.**

How to use this form:

- Use for all absences other than sickness
- Return to the school **before** the date of requested absence
- Use a separate form for **each child** and each absence

Guidance:

- Absence from school for a holiday is discretionary, not an automatic entitlement. It can only be authorised by the Headteacher.
- Absence for more than 10 school days in an academic year will not be authorised unless there are very exceptional circumstances which are acceptable to the school.
- Please read the information on the reverse of this document before completing the form.

Parent/Guardian to complete this section:

Name of Child:	Class:
Is this the first request for absence this academic year? Yes / No	
Absence requested from / / to / /	
No. of school days absence requested:	Child will return to school on / /
Reason for absence:	
Parent's signature:	Date:

School Office to complete this section

Attendance 2015 / 16 (Current position)	%	Green	More than 95%	Satisfactory
		Amber	85% to 95%	Needs improvement
Attendance Code:	Green / Amber / Red	Red	Less than 85%	Unsatisfactory

Headteacher to complete this section

Name:..... Dates of absence: / / - / /	The code placed in the register will be:	Annual Family Holiday (up to 10 days)	H
		Extended Family holiday (10 days +)	F
		Religious Observance	R
		Educated Off-Site	B
		Attending interview	J
		Unauthorised Holiday	G
		Other Authorised Circumstance	C
		Approved Sporting Activity	P
		External Exams – Ballet, Music, etc	V

Your request is not approved. If the pupil is absent as proposed above, it will be marked as unauthorised for the following reason:

Signed: (Headteacher)	Date:
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Time

Research repeatedly shows that the more time pupils spend in lessons, the more they learn! It is for this reason that the length of the school day has increased in the past few years. It is also the reason why the Headteacher takes a great deal of interest in the amount of time that pupils are absent from school, whether through illness or holidays.

- There are thirteen weeks of school holidays for pupils.
- The loss of learning due to holidays in school time can add up over the course of a pupil's career.

Parents have no legal entitlement to remove their children from school for a family holiday. Although some Headteachers will authorise up to two weeks absence, they are not obliged to do so. If authorisation is refused and the holiday is still taken, the absence will be marked as unauthorised in the register. This will be marked on the pupil's record and will stay with them throughout their school career.

The Headteacher will not authorise absence for pupils during SATs tests.

Parents must contact the school as soon as possible should anything delay their child's return to school on the due date.

If a pupil fails to return on the expected date and does not have an exceptional reason, the absence will be marked as unauthorised. The school will remove the pupil from the school roll after an additional ten school days absence.

'Lost Time'

If pupils take two weeks of annual holiday in term time every year, then:

By the end of Key Stage 1 (Year 2)

- They will have lost over a month of learning.

By the end of Key Stage 2 (Year 6)

- They will have lost three months of learning

By the end of Key Stage 3 (Year 9)

- They will have lost four months of learning

By their GCSE exams (Year 11)

- They will have lost more than six months of learning

THIS WILL AFFECT THEIR RESULTS!