|  |
| --- |
| **Albourne CE Primary School****Request for Absence from School** |
| * Please use form for requests for absence: e.g. Holiday, sporting events, music exams, religious observance.
* It is not needed for hospital/GP/Dentist appointments. Please just provide proof of these appointments.
* Return the form to school before the date of requested absence
 |
| **Pupils attend school for 190 days per year leaving 175 days for other activities****90% attendance represents 1 day off school per fortnight****80% attendance represents 1 day off school per week** **(If persistent, this is the equivalent of 53 school weeks lost during the child’s primary school years)** |
| Please note:* There is no entitlement to absence from school for the purpose of holidays. Holidays in term time will not be authorised.
* Pupils will not be granted leave of absence for reasons such as day trips, visiting relatives, birthday treats etc.
* **If a parent still decides to take their child out of school during term time for the reasons above it is vital that the school is informed so that we know of the child’s whereabouts.**
 |
| **Parent / Carer to complete:** |
| Name of Child: | Class: |
| Dates requested: | From: | To: | Number of school days absence requested: |  |
| Reason for seeking absence during term time: |
| Signed: | Date: |
| **School Office to complete:** |
| Current % Attendance  |  |
| Green | 95% | Attendance satisfactory to good  |
| Amber | 91-95% | Attendance needs some improvement |
| Red | Below 90% | Attendance unsatisfactory – child at risk of becoming a ‘persistent absentee’  |
|  |  | Bromcom records updated |
| **Headteacher to complete:** |
| Your request is approved and the absence as set out above **is authorised** and the code will be: | Your request is not approved and the absence as set out above **is not authorised** and the code will be: |
| Holiday agreed | H | Holiday not agreed  | G |
| Religious Observance | R | Unauthorised absence | O |
| Approved Sporting Activity | P |  |  |
| Educated Off Site/attending another school | B |  |  |
| Other authorised absence | C |  |  |
| If your request is **not** approved and your child is absent as proposed above, the absence will be recorded as *unauthorised* coded G and may be referred to the Pupil entitlement Unit for the Issue of a Fixed Penalty Notice. |

|  |  |
| --- | --- |
| Signed: | Date: |