



Request for Absence in Term Time 2025/ 2026

Appointments of all kinds must be evidenced with appointment letters / emails



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 per week.**

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

How to use this form:

- Use for all absence 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 for a holiday is discretionary, not an automatic entitlement. It can only be authorised by the Head Teacher.
- Absence for more than ten school days in an academic year will not be authorised unless there are very exceptional circumstances acceptable to the school.
- Absence will only be considered if one of the following is applicable:
 - Absence due to a family wedding excluding parents (please provide invitation)
 - Absence due to a funeral
 - Absence due to work rotation therefore unable to take holiday at any other time (please provide supporting letter from an employer).

Parent/Guardian to complete this section:

Name of child:	Class:
Date of Birth:	
Dates requested:	Number of school days requested:
Reason:	
Signed:	Dated:

School Office to complete this section:

Attendance 2024 / 2025	%	Green	More than 95%	Satisfactory
Attendance 2025 / 2026	%	Amber	85% to 95%	Needs improvement
Colour Code:	Green / Amber / Red	Red	Less than 85%	Unsatisfactory

Head Teacher to complete this section:

Your request approved and the absence as set out above is duly authorised.		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
			Medical/Dental Appointment	M
			Other Authorised Circumstance	C
			Approved Sporting Activity	P
Your request not approved. If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:				
Reason:				
Signed:				