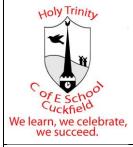
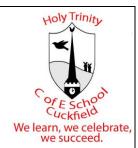
Request for Absence in Term Time 2024/ 2025





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:			l			
Signed:				Dated:		
School Office to complete this section:						
Attendance 2023 / 2024	%		Green	More than 95%	Satisfactory	
Attendance 2024 / 2025	%		Amber	85% to 95%	Needs improve	ment
Colour Code: Green /			Red	Less than 85%	Unsatisfactory	
Head Teacher to complete this section:						
Value was suitant annual and		The sede placed	Annual Family Holiday (up to 10 days)			Н
Your request approved and the absence as set out		The code placed in the register will	Extended Family Holiday (10 days +)		+)	F
above is duly authorised.		be:	Religious Observance			R
			Educated Off Site			В
			Attending Interview			J
			Medical/Dental Appointment			М
			Other Authorised Circumstance			С
			Approved Sporting Activity			Р
Your request not approved. If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:						
Reason:						
Signed:						