



## Albourne CE Primary School Request for Absence from School

- **Permission for leave must be obtained from the Headteacher in advance of any absence (except sickness)**
- Please use this form for all requests for absence other than sickness (e.g. music examinations, planned hospital appointments etc.)
- 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:
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Dates requested:	From:	To:	Number of school days absence requested:	
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Reason for seeking absence during term time:

Signed:	Date:
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### School Office to complete:

Current % Attendance			
Green	95% +	Attendance satisfactory to good	
Amber	85% to 95%	Attendance needs some improvement	
Red	Below 85%	Attendance unsatisfactory – child at risk of becoming a 'persistent absentee'	

### Headteacher to complete:

Your request is approved and the absence as set out above is duly *authorised*.

The code placed in the register will be:

Medical/Dental Appointment	M	Attending Interview	J
Approved Sporting Activity	P	Religious Observance	R
Educated Off Site	B	Other Authorised Circumstance	C

Your request is **not** approved. If your child is absent as proposed above, the absence will be recorded as *unauthorised* for the following reason:

Signed:	Date:
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