

Leechpool Primary School



Request for Absence from Learning in Exceptional Circumstances

Pupils are **only** at school for 190 days each year.
There are 175 other days for holidays and other activities.

80% attendance represents **1 day off a week.**

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

How to use this form

- Use for **all absence** other than sickness.
- Return to the office **at least one week in advance** of the date of requested absence.
- Use a **separate** form for each absence.

Guidance

Definition of 'exceptional circumstances':

- Funeral of an immediate relative
- Religious observation on days officially set apart by religious body to which the parents belong
- Compassionate leave
- Close family wedding
- Medical appointments which cannot be arranged outside the school day
- Music/dance exams
- Sporting activity
- Educational/Interview visits to other schools

Parent/Guardian/Carer to complete this section

Name of child:		Class:	
Is this the first request for absence this academic year?		Yes / No	
Dates requested:		Number of 'absence' days requested:	
Reason:			
Signed:		Dated:	

School Office to complete this section

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

Head Teacher to complete this section

Your request is approved and the absence as set out above is duly authorised.	The code placed in the register will be:	Holiday (exceptional circumstances)	H
		Educational Visit to another school	V
		Religious Observance	R
		Medical/Dental Appointment	M
		Approved Sporting Activity	P
		Music/Dance Exam	P
		Funeral of an immediate relative	C
		Close Family Wedding	C
		Other Authorised Circumstance	C

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

Reason:

Signed by Headteacher:

Date: