

St Cecilia's Catholic Primary School

Request for Absence from learning in exceptional circumstances

Holidays cannot be authorised in accordance with Educational regulations

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:

- The Headteacher **may not** grant any leave of absence (holidays) during term time unless there are exceptional circumstances.
- May is an important month in the school calendar for statutory and non-statutory tests (SATs).
On no account should children be taken out of school during the month of May.

Parent/Guardian to complete this section:

Name of child:	Class:
Is this the first request for absence this academic year?	Yes / No
Dates requested:	Number of school days requested:
Reason: (this must be an exceptional circumstance)	
Signed:	Dated:

School Office to complete this section:

Attendance 2017/18 ____ %	2018/19 ____ %	Green	96% and above	Satisfactory
		Amber	94.1% to 95.9%	Needs improvement
Colour Code: Green / Amber / Red		Red	94% and below	Unsatisfactory

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

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

Signed: _____

REQUEST FOR ABSENCE FROM LEARNING DURING SCHOOL TIME HOLIDAYS NO LONGER AUTHORISED!

According to Government Regulations, schools can no longer authorise holidays during term time. Parents should only apply for time off from learning in exceptional circumstances. If parents take their children out of school for holidays, it will be recorded as unauthorised on the register.

Parents could be fined a fixed penalty notice for unauthorised absences or for failing to ensure that their child attends school regularly. This is per parent and per child.

These regulations do not include sickness or medical appointments. If your child is sick or has a medical appointment, please ring the school in the usual manner.