



GORING CE PRIMARY SCHOOL

Request for Absence in School time

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 a week. 90% attendance represents 1 day off per fortnight.

How to use this form

- The application should be made well in advance and at least five days before the first day of absence if possible.
- Please use a separate form for each child and each absence.

Guidance

- Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.
- Parents/Carers requesting absence during term time should provide full details in order for the Headteacher to decide if there are exceptional circumstances.
- In making this decision your child's past and present attendance will be considered.
- The Headteacher will notify you of the decision within five working days of receipt of this form.

Parent/Guardian to complete this section

Name of child:	Class:	
Is this the first request for absence this academic year?	Yes / No	
First Day of Absence:	Number of school days requested:	
Final day of Absence:		
Please indicate any other school to which you are applying:		

Reason:

Signed:	Date:
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School Office to complete this section

Last Academic Year Attendance	%	Green Amber Red	Green	More than 95%	Satisfactory
			Amber	85% to 95%	Needs improvement
Current Attendance:	%	Green Amber Red	Red	Less than 85%	Unsatisfactory
Holiday taken so far this academic year					days

Head Teacher to complete this section

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

Signed:	Dated:
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