

Appendix 3

Application for a Planned Absence from the Academy

General Information

There are just 190 school days in which your child can receive an education.

There are 175 other days in which you can take holidays, family visits and reward days out.

100% is recognised as an expected level of school attendance. If your child is out of school for 3 days each term, then their attendance is below 95%. Five days of school equates to 25 hours of learning, Ten days is 50 hours of learning.

The Academy does not authorise any absence in term time in all but the most exceptional circumstances because of the impact on your child’s education. If you wish to take your child out of the Academy for any reason please fill in the form below giving the exceptional circumstance that has occurred.

WHAT IS GOOD ATTENDANCE?											
190 days		180 days		178 days		163 days		161 days		143 days	
100%		95%		94%		86%		85%		75%	
Good 				Worrying 				Serious Concern 			
Only 1-2 day missed per term				Between 3-8 days missed per term				More than 9 days missed per term			

Your child has the right to a full time education and the opportunities that this can bring. We hope that you will work in partnership with us to make sure that your child attends school every day, allowing them access to the education they deserve.



Application for a Planned Absence from the Academy

To be completed by parent or carer and returned to the Attendance Officer

Notice:

- I understand that if the request is unauthorised the Education Support, Behaviour and Attendance Service will be notified of the absence taken and a Fixed Penalty Notice may be issued;
- I understand that a Fixed Penalty Notice is issued to each parent for each child taken out of school. This is a fine of £60 which increases to £120 if not paid within the time limit;
- I understand that if I do not pay this will result in legal action.

Student's Details

Student's Name: Tutor Group

Date of withdrawal:

Date of return:

Total number of learning days missed:

Reason withdrawal from learning is requested:

To be completed by the Attendance Officer

Thank you for informing the college of your planned absence from College.

- Your request has been AUTHORISED:
- Your request has been UNAUTHORISED:

Headteacher's signature: Date: