

**West Swindon Cluster Schools**

Application for absence in term time.

Parents do not have the right to take their children out of school for holidays in term time. By law you must ask permission for your child to miss school. Swindon Borough Council and the DFE advise parents not to disadvantage their child's education by taking holidays in term time. Parents can request a term time absence however it is at the discretion of the head Teacher as to whether it is approved or not, based on the current attendance pattern of the child, nature and purpose of the trip, whether statutory tests will be missed, duration etc. If the absence is not authorised you risk a £60 penalty notice. This is levied per parent, per child and if not paid within 28 days increases to £120.

To ensure time off school is treated as an authorised absence and not an unauthorised absence the following request form must be completed and agreed by the Head Teacher. All applications will be replied to in writing within 5 days of receipt.

Unauthorised absence is deemed as truancy even if sanctioned by the parent.

Childs Name:.....

Class:..... Year Group:.....

Requested absence dates:

From

To

Brief reason for request:.....

.....

Number of days the child will be absent from school

Signed:.....

Date: .....

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*(For office use only)*

Current attendance: \_\_\_\_\_%

Date received: \_\_\_\_\_

Number of days authorised: \_\_\_\_\_ Number of days unauthorised: \_\_\_\_\_

Signed: \_\_\_\_\_ Head Teacher

Date: \_\_\_\_\_

Letter sent: \_\_\_\_\_ (date)

The government now deem any child with attendance below 85% to be persistently absent.

To give you some perspective about what attendance levels mean and the possible results and consequences of poor attendance please see the table below. A child with 90% attendance is missing the equivalent of half a day per week or half a year of schooling in 5 years of primary education.

Above 97% attendance	More than 184 days of education each year	Less than 6 days absence	Excellent attendance.
95% attendance	180 days of education each year	10 days of absence	The Government benchmark for Primary School attendance
90% attendance	171 days of education	19 days of absence	Almost a full month of education lost. It will be difficult for a child to achieve their best and make it harder to make progress
85% attendance	161 days of education each year	29 days of absence	Almost a term of education lost. Child now deemed by Government to be persistently absent. Involvement of Education Welfare Officer. Possibility of Legal action
80% attendance	152 days of education each year	38 days of absence.	Not fair to your child who is likely to find it impossible to keep up with work. Attendance consistently at this level means two years of missed education.

