



Castlewood Primary School

Request for Absence in School Time

New regulations are in force from September 2013



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 a 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:

Government regulations state that absence can only be authorised in the following circumstances:

- Illness and treatments
- An organised educational course
- An organised sports competition or approved public performance
- Family bereavement or exceptional family circumstances
- Days of religious observance

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	
Final day of absence:	days requested:	
Reason: <i>Please give information about your request for absence.</i>		

Signed:	Date:
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School Office to complete this section:

Our school attendance target is 96.6%

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

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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West Sussex Education Authority

Castlewood Primary School

Regular attendance at school is important for your child's education and is a legal requirement. Responsibility for this rests with the parents. Only the school, not the parents can authorise absence.

Government regulations state that children **may only be absent** for the following reasons:

- Illness and treatments
- An organised educational course
- An organised sports competition or approved public performance
- Family bereavement or exceptional family circumstances
- Days of religious observance

Annual Holiday – new regulations in force from September 2013

There is **no** entitlement to holiday in term time. Government regulations which take effect from September 2013 do not allow headteachers to grant any leave of absence for holidays in term time. If you choose to take holidays during term time this will be recorded as **unauthorised absence**.

Absence will **NOT** be authorised for reasons such as:

- Holidays
- Days out including long weekends
- Birthday treats involving absence
- Shopping trips
- Visiting relatives