Request for Absence in Term Time

Pupils are in school for **190** days each year
There are **175** non-school days for holidays and other activities

How to use this form	Guidance
▪ Use for **all** absences other than sickness ▪ Use a separate form for each child and each absence ▪ Return form to school in advance of requested absence otherwise the absence will be **unauthorised** ▪ No holidays will be authorised unless in **exceptional circumstances** ▪ Absence for a holiday is **discretionary**, not an automatic entitlement. It can only be authorised by the Head Teacher on behalf of the Governors	95% attendance is the **national average** 90% attendance represents **1 day off a fortnight** 80% attendance represents **1 day off a week** ▪ A Fixed Penalty Notice may be considered; o If your child's current attendance **is below 95%** o If the absence is more than 10 days

PARENT/GUARDIAN TO COMPLETE THIS SECTION	
Parent/Guardian Name and Address:	
Name of Child:	Year group and Class:
Dates of absence requested: Start date: End date:	Number of school days requested:
Reason for absence:	
Does your child have school dinners? YES/NO **If YES** - please make sure you have checked your meal order on https://westsussex.mealselector.co.uk/	
Signed:	Date:

SCHOOL OFFICE TO COMPLETE THIS SECTION	
Current Attendance: %	Sickness Days: Other absences:
Headteacher signature:	**Authorised / Unauthorised**
	Date of reply to parent/guardian: