



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
<ul style="list-style-type: none"> 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 	<p>96% attendance is the national average</p> <p>90% attendance represents 1 day off a fortnight</p> <p>80% attendance represents 1 day off a week</p>
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 seeking absence during school time: <input type="checkbox"/> Medical/dental/hospital appointment <input type="checkbox"/> Appointment to visit another school <input type="checkbox"/> Specific religious festival/day of observance Please tick box for reason and provide as much detail as possible below <input type="checkbox"/> Family bereavement <input type="checkbox"/> Exceptional family circumstance <input type="checkbox"/> Music/Dance exams/workshops	
Reason in detail: _____	
I understand that unauthorised absences of 10 sessions or more (5 school days) may incur a fixed penalty notice and that I have received a copy of 'A Brief Guide to Fixed Penalty Notices'. This will take effect from September 2018.	
Signed: _____ (Parent/Guardian) Name in capitals: _____ Date: _____	
Does your child have school dinners? YES/NO	
If YES – please make sure you have checked your meal 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: _____