Standens Barn Primary School

<u>Request for Absence from learning in exceptional circumstances</u>

Holidays cannot be authorised in accordance with Educational regulations

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 per week.**

90% attendance represents **1 day off per fortnight.**

How to use this form:

- For all absences from learning other than sickness.
- Return to the school <u>at least two weeks</u> before the date of requested absence.
- Use a separate form for each child and each absence.

Guidance:

- The Head teacher will not grant any leave of absence (holidays) during term time unless there are exceptional circumstances.
- May is an important month in the school calendar for statutory/non statutory tests (SATs).
  On no account should children be taken out of school during the month of May.

Parent/Guardian to complete this section:

Name of child:	**Class:**
Is this the first request for absence this academic year? Yes / No	
Dates requested:	**Number of school days requested:**
Reason: (this must be an exceptional circumstance, eg company policy for parent to take holiday at specific time – must be provided with documentary evidence)	
Signed: **Print name:** **Date:**	

Last year Attendance =	**Green**	97% - 100%	Above the national average.
Current Attendance =	**Yellow**	96% - 96.9%	Just above national average.
	Amber	94% - 95.9%	Below the national average.
	Pink	90% - 93.9%	Below national. At risk of dropping into the Persistent Absent group.
	Red	0% - 89.9%	Significantly below the national average. This means being persistently absent from school.

Head teacher to complete this section:

Your request is approved and the absence as set out above is duly authorised	The code placed in the register will be:	For example: **Religious (R)** **Educated off site (B)** **Other Authorised Circumstances (C)** **Unauthorised holidays (G)**
Your request is not approved. If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:		
Signed:		Date:
You may receive a fixed penalty notice, (£60 per person). **This is issued to each parent for each child by Northamptonshire County Council.** **(So a two parent family with 2 children would be fined £240)**		