



North Mundham Primary School Request for Absence from Learning

How to use this form:

- Use for **all absences** other than sickness.
- We require proof of any appointments ie letter/medical card.
- You must return this form to the school **5 days before** the date of requested absence.
- Use a separate form for each child and each absence.

Parent/Guardian to complete this section below

Name of child:

Class:

Reason for Absence

Appointment:

Longer absence:

Reason for request:

Date:

Time of appointment:

Time of collection from school:

Dates

From:

To:

Number of days requested:

Evidence seen:

Return to school date:

I have read and understand the information and conditions on the reverse of this form.

Parents signature:

Date:

School Office to complete this section

Attendance 2024/2025 (Current position)	%	Green	More than 95%	Satisfactory
		Amber	90% to 95%	Needs improvement
Colour code:	Green/Amber/Red	Red	Less than 90%	Unsatisfactory

Headteacher to complete this section

Your request is authorised: Y/N

Your request will be unauthorised for the following reason:

The code placed in the register will be (see reverse for details):

.....
(Headteacher's signature)

.....
Date

Regulations on Term Time Holidays

All schools have received notification of new Government Regulations in relation to parents requesting absence for their children during term time. There has been an amendment to the Education (Pupil Registration) Regulations 2006, which has made it clear that Head Teachers may not grant any leave of absence during term time for family holidays. As from 1st September 2013 leave of absence may only be granted in **exceptional circumstances at the discretion of the Head Teacher.**

Genuine illness will, of course, be authorised although the school reserves the right to ask for confirmation from a medical professional in exceptional cases.

Holiday or other unacceptable reasons for absence will be classed as unauthorised. The consequence of a child's level of unauthorised absence building up to be over 10 half day sessions (or 5 full days) are that the Head teacher may ask the Local Authority to issue a Fixed Penalty Notice and fine.

Late arrival after 9:00am without prior request for absence, or without an acceptable reason, will also be classified as unauthorised.

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 every week.

90% attendance represents 1 day off every fortnight.

We expect attendance to be 95% or above for every child.

Medical/Dental Appointment	M
Religious Observance	R
External exam - Ballet, Music etc	B
Approved Sporting Activity	P
Attending interview	J
Attending other approved educational activity	B
Other Authorised Circumstances	C
Part time timetable	C2
Unauthorised holiday	G
Unauthorised absence	O
Late (arrival before register has closed)	L
Arrived in school after registration has closed	U
Educational Visit	V

For further information see our school website for the Attendance Policy.