
 <p style="font-size: small; color: red;">We learn, we celebrate, we succeed.</p>	<h2 style="margin: 0;">Request for Absence in Term Time 2025/ 2026</h2>	 <p style="font-size: small; color: red;">We learn, we celebrate, we succeed.</p>																	
<p>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.</p>																			
<p>How to use this form:</p>																			
<ul style="list-style-type: none"> Use for all absence other than sickness. Return to the school before the date of requested absence. Use a separate form for each child and each absence. 																			
<p>Guidance:</p>																			
<ul style="list-style-type: none"> Absence for a holiday is discretionary, not an automatic entitlement. It can only be authorised by the Head Teacher. Absence for more than ten school days in an academic year will not be authorised unless there are very exceptional circumstances acceptable to the school. Absence will only be considered if one of the following is applicable: <ul style="list-style-type: none"> - Absence due to a family wedding excluding parents (please provide invitation) - Absence due to a funeral - Absence due to work rotation therefore unable to take holiday at any other time (please provide supporting letter from an employer). 																			
<p>Parent/Guardian to complete this section:</p>																			
Name of child:	Class:																		
Date of Birth:																			
Dates requested:	Number of school days requested:																		
Reason:																			
Signed:	Dated:																		
<p>School Office to complete this section:</p>																			
Attendance 2024 / 2025 %	Green	More than 95%	Satisfactory																
Attendance 2025 / 2026 %	Amber	85% to 95%	Needs improvement																
Colour Code: Green / Amber / Red	Red	Less than 85%	Unsatisfactory																
<p>Head Teacher to complete this section:</p>																			
Your request approved and the absence as set out above is duly authorised.		The code placed in the register will be:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Annual Family Holiday (up to 10 days)</td><td style="text-align: center; padding: 2px;">H</td></tr> <tr><td style="padding: 2px;">Extended Family Holiday (10 days +)</td><td style="text-align: center; padding: 2px;">F</td></tr> <tr><td style="padding: 2px;">Religious Observance</td><td style="text-align: center; padding: 2px;">R</td></tr> <tr><td style="padding: 2px;">Educated Off Site</td><td style="text-align: center; padding: 2px;">B</td></tr> <tr><td style="padding: 2px;">Attending Interview</td><td style="text-align: center; padding: 2px;">J</td></tr> <tr><td style="padding: 2px;">Medical/Dental Appointment</td><td style="text-align: center; padding: 2px;">M</td></tr> <tr><td style="padding: 2px;">Other Authorised Circumstance</td><td style="text-align: center; padding: 2px;">C</td></tr> <tr><td style="padding: 2px;">Approved Sporting Activity</td><td style="text-align: center; padding: 2px;">P</td></tr> </table>	Annual Family Holiday (up to 10 days)	H	Extended Family Holiday (10 days +)	F	Religious Observance	R	Educated Off Site	B	Attending Interview	J	Medical/Dental Appointment	M	Other Authorised Circumstance	C	Approved Sporting Activity	P
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Your request not approved. If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:																			
Reason:																			
Signed:																			