



Ashurst CE Aided Primary School

Request for Absence in Term Time

Regular attendance at school is important for your child's education and is a legal requirement. Responsibility for this rests with parents/ and carers. Only the school, not parents or carers, can authorise absence.

Government guidelines state that children may only be absent from the school for the following reasons:

- ❖ Illness and appointments e.g. dentist, opticians, hospital or approved counselling
- ❖ An organised educational course
- ❖ Participation in a sports competition or approved public performance
- ❖ Family bereavement or exceptional family circumstances
- ❖ Calendar days or religious holidays
- ❖ Please remember; children are in school for 190 days each year, leaving 175 days for holidays and other activities. 90% attendance represents 1 day off a fortnight. 95% represents $\frac{1}{2}$ day off a fortnight.
- ❖ There is no entitlement to any leave of absence during term time unless there are exceptional and compelling circumstances.
- ❖ Leave of absence will not be considered for Y2 and Y6 due to statutory assessments.

Parent / carer to complete this section (One form for each child)

Name:	Class:	Year:
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Dates requested:	Number of days requested:
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Reason:

Name:	Signed:	Date:
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Headteacher to complete this section

The code placed in the register will be:	Religious Observance	R
	Educated Off Site	B
	Medical/ Dental Appointment	M
	Other Authorised Absence	C
	Unauthorised Holiday	G
	Unauthorised Absence	O
	Attending interview at an educational institution	J1

Your request is / is not authorised. If your child is absent as proposed above, it will be recorded authorised / unauthorised for the following reason:

This request will be referred for a Fixed Penalty Notice with West Sussex County Council (Pupil Entitlement Investigation).	Yes/No	Subject to Ongoing Attendance
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Signed:	Date:
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What Happens When a Child is Absent?

Your action:

- ❖ Inform the school in advance if you know your child is going to be absent by completing a 'Request For Absence in Term Time' form (overleaf) available on the website or from school office.
- ❖ Inform the school by 9.30am on the first day of absence due to illness, either by telephoning school office 01403 710426, in person or by email office@ashurstcofe-pri.w-sussex.sch.uk

Our action:

- ❖ We will mark your child as absent in the register
- ❖ We will follow up all unexplained absences
- ❖ If leave is taken without advanced written permission, this will be recorded as unauthorised
- ❖ We will record unauthorised absence in children's annual reports
- ❖ When necessary, we will inform Pupil Entitlement: Investigation
- ❖ It is not the school's responsibility to provide work for children during absence from school, unless there are mitigating circumstances such as COVID -19

From: October 2023