



The Laurels Primary School

Request for Absence in School Time



How to use this form:

The application should be made well in advance and at least **five days** before the first day of absence whenever possible.
Please use a separate form for each child and each absence.

Guidance:

Please note:

- Regular school attendance is vital for children to maintain good progress
- **The Laurels Primary School does not authorise ANY holidays**
- Absence will only be granted in very exceptional circumstances
- Parents must state why they consider it essential for their child to take such time off school
- All sessions missed when a child is on holiday will be unauthorised
- The school will refer pupils with 10 sessions or more (5 or more days) unauthorised absence within a 10 week period, to the Local Authority for a Fixed Penalty Notice consideration. Fines are £60 per child per parent
- **No absence will be authorised during the National Curriculum Test Week (SATS)**

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

Parent/Guardian to complete this section:

Name of child:		Class:	
Is this the first request for absence this academic year?		Yes / No	
First Day of Absence:		Number of school days requested:	
Final Day of Absence:			
Please indicate any other school to which you are applying:			
Reason:			

Signed:	Date:
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School Office to complete this section:

Last Academic Year Attendance	%	Green Amber Red	Green: More than 95% Good Amber: 90% to 95% Satisfactory Red: Less than 90% Unsatisfactory
Current Attendance:	%	Green Amber Red	
Holiday taken so far this academic year?		days	

Head Teacher to complete this section:

Your request is approved and the absence as set out above is authorised	
Your request is not approved . If the pupil is absent as proposed above, it will be recorded as unauthorised . Please see the attached letter.	
Signed:	Dated: