

## Absence of Learning

- Pupils are only in school for 195 days each year.
- 80% attendance represents 1 day off a week
  - 90% attendance represents 1 day off per fortnight



### How to use this form:

- Use for all absence other than sickness.
- Return to school before the date of requested absence.

### Guidance:

National Legislation states that, Head Teachers are only able to grant a Leave of Absence during term time in 'exceptional circumstances'. Absence requests need to be submitted in advance with all accompanying evidence to enable schools to make an informed decision. It is important to submit all the necessary information quickly as there is no right of appeal once fines have been issued.

If you feel that you qualify for an 'Absence of Learning' during term time, due to exceptional circumstances, please fill in the form below and/or make an appointment to discuss this with me.

Further information is available from the school or on the Brighton and Hove Council Website.

Mr Ben Massey  
Headteacher

### Parent/Guardian to complete this section:

Name of child:	Class:
Is this the 1 <sup>st</sup> request for absence this academic year?    Yes/No	
Dates requested:	Number of <b>school</b> days requested:
Reason:	
Do you have any siblings at another school?    Yes/No	If yes, which school?
Signed:	Date:
Print name:	

**School Office to complete this section:**

Attendance (previous year) :	%	Green – more than 95%
Current Attendance:	%	Amber – 90% to 94.99%
Colour code: Green/Amber/Red		Red – 89.99% or less

**Headteacher to complete this section:**

The code placed in the register will be:	Authorised.
	Unauthorised
	Religious Observance
	Educated Off Site
	Other /Exceptional Authorised Circumstances
	Approved Sporting Activity
	Medical/Dental Appointments
	Family Holiday not agreed
Sickness	

Reason:

Signed:	Date:
Print name:	