



Cockfield Primary School

Request for Absence in School Time

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**

How to use this form:

- Use for all absence other than sickness
- Return to the school **before** the date of requested absence
- Use a separate form for each absence & for each child

Guidance:

- Absences can only be authorised by the Headteacher
- Headteachers may not grant any leave of absence during school term time unless there are **exceptional circumstances**.
- **Exceptional circumstances** do not include taking a holiday in term time for reasons of cost.
- No absence will be authorised for **Year 6 pupils** during Sats week (May)

Parent/Guardian to complete this section:

Name of child:	Class:
Is this the 1 st request for absence this academic year?	Yes/No
Dates requested:	Number of school days requested:
Reasons:	
Signed:	
Date:	

School office to complete this section:

Attendance 2014/15 %	Green (More than 95%) Good Amber (85% to 95%) Needs Improvement Red (Less than 85%) Unsatisfactory
Current Attendance: %	

Headteacher to complete this section:

Your request is approved and the absence as set out above is duly authorised	
Unfortunately, your request cannot be met. If your child is absent as proposed above, it will be recorded as unauthorised .	
Signed:	Dated: