



## REQUEST FOR AUTHORISED ABSENCE DURING TERM TIME

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. At Kingshill Infant School we expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. Kingshill School aims to ensure a minimum of 96% attendance for all children, apart from those with chronic health issues, by creating an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school. Any absences in term time can only be authorised by the Headteacher.

Authorised absence means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence. Most absences are for good reasons and will generally be authorised by the school, for example:

- Sickness
- Unavoidable hospital medical or orthodontic/urgent dental appointments (preferably GP and dentist appointments should be made after school or during holidays)
- Days of religious observance
- Exceptional family circumstances eg. close family bereavement, close family wedding, when one day will be authorised to attend

In other circumstances only exceptional reasons warrant an authorised leave of absence. Schools must consider each request individually taking into account the circumstances. Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. The following reasons will not be authorised:

- Holidays during term time
- Birthdays
- Day trips or long weekend breaks

If we are notified/discover that a child/children were absent and the parent had given a false reason eg, if the child was actually on holiday when the parent had said he/she was ill, the absence will be retrospectively unauthorised. An absence is classified as unauthorised if a child is away from school without permission from the school, even with the support of a parent.

School aged children are classified as 'persistent absentees' if they miss more than 10% of their possible sessions in a school year. The Local Authority Attendance Officer will be made aware of such pupils as their attendance is a cause for concern.

What does 90% attendance mean?

- 90% attendance equates to half a day missed every week over a school year!
- A child whose attendance drops to 90% each year will, over their primary school, have missed 2 whole terms of learning!

Having considered the above information, if you would still like your request for authorised absence during term time to be considered, please complete the form overleaf and return it at least TWO weeks before the planned absence and the authorisation slip will be returned to you once a decision has been made.

**APPLICATION FOR AUTHORISED ABSENCE IN TERM TIME**

I request that .....  
(please print the name of your child)

from ..... Class

be granted Authorised Absence from Kingshill Infant School.

From ..... (1<sup>ST</sup> DAY OF PLANNED ABSENCE)

To ..... (LAST DAY OF PLANNED ABSENCE)

Total Number of Days:

Reason:

.....  
Signature of Parent/Carer  
(Please delete as necessary)

Date .....

For Office Use only:

Current year attendance        % of which ..... sessions unauthorised

Previous year attendance .....% of which ..... sessions unauthorised

**Request Denied**

**Request Approved** (considered Exceptional Circumstances by the Headteacher)

Signed by Headteacher .....

Date .....