

**DECLARATION OF ABSENCE DURING TERM TIME**

Please complete this form if your child is taking any absence during term time. Holiday absences will be unauthorised and this may be acted upon should there be more than 10 sessions per term.

Child name	Class

**DATES OF ABSENCE:**

First day of absence:	Last day of absence:	Total number of <u>sessions</u> missed (1 day = 2 sessions)	
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**REASON FOR ABSENCE (please select)**

Family Holiday	Religious Observance	Examination	School Visit	Performing Arts
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Medical (Letter from doctors/hospital required to authorise)	Other (please specify)
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Further information:

*I understand that if the absence request is not authorised and the holiday is taken, the Headteacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a penalty is issued to each parent and for each child taken out of school and that this fine of £60 is paid within the first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.*

Parent name	Parent signature	Date

This form will be sent home with your child in a sealed envelope within 5 days

**For office use:**

% Attendance	Authorised	Factors affecting decision	Requirement to follow legal procedures
	Yes / No	Negative educational impact Positive educational impact Other:	Yes / No

Low attendance percentages and all holiday absences will require a meeting with Mrs Andrews scheduled for:	
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Headteacher signature	Date

**ATTENDANCE DESCRIPTORS AND BANDINGS**

Attendance	Support/Entitlement
100%  EXCELLENT	No Learning missed
96% - 99% GOOD	Some learning missed due to genuine illness or acceptable circumstances.
91% - 95%  SOME CONCERN	1 week and 4 days of learning are missed. You are likely to have missed... <ul style="list-style-type: none"> <li>➤ 9 maths lessons</li> <li>➤ 9 English lessons</li> <li>➤ 4 PE/Games lessons</li> <li>➤ Topic, Art, RE and other learning</li> <li>➤ 10 hours of playtime where you don't make friends and develop vital social skills and experiences.</li> </ul>
86% - 90%  CAUSE FOR CONCERN	3 weeks and 4 days of learning are missed. You are likely to have missed... <ul style="list-style-type: none"> <li>➤ 19 maths lessons</li> <li>➤ 19 English lessons</li> <li>➤ 8 PE/Games lessons</li> <li>➤ Topic, Art, RE and other learning</li> <li>➤ More than 20 hours of playtime where you don't make friends and develop vital social skills and experiences.</li> </ul>
85% and below  SERIOUS CONCERN	5 weeks and three days of learning missed. You are likely to have missed... <ul style="list-style-type: none"> <li>➤ 33 maths lessons</li> <li>➤ 33 English lessons</li> <li>➤ 11 PE/Games lessons</li> <li>➤ Topic, Art, RE and other learning</li> <li>➤ More than 30 hours of playtime where you don't make friends and develop vital social skills and experiences.</li> </ul>

When a session or several sessions are missed due to holidays, the learning missed is sometimes not revisited again. Stop and think what taking time out of school will cost your child. Asking for work to complete while away is also extra work for our teachers.

MEETING NOTES: