|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please complete this form if your child is taking any absence during term time. Make sure you give at least seven days’ notice. One form for **each child** should be completed and signed by **both parents**. **Holiday absences will not be authorised** and this may be acted upon should there be more than 10 sessions per term. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **PUPIL NAME** | | | | | | |  | | | | | | | | **CLASS** |  | |
|  | | | | | | | | | | | | | | | | | |
| **DATES OF ABSENCE** | | | | | | | | | | | | | | | | | |
| First day of absence | | | | | | |  | | | | Last day of absence | | | |  | | |
| Total number of sessions missed (1 day = 2 sessions) | | | | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | |
| **REASON FOR ABSENCE** (please select) | | | | | | | | | | | | | | | | | |
| Medical |  | |  | School visit | | | |  |  | Religious observance | |  |  | Performing Arts | | |  |
|  | | | | | | | | | | | | | | | | | |
| Examination | |  | | |  | Other (please specify) | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| 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 if 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 1 | | | | | | | | | PARENT 2 | | | | | | |
| Name | |  | | | | | | | | |  | | | | | | |
| Address | |  | | | | | | | | |  | | | | | | |
| Signature | |  | | | | | | | | |  | | | | | | |
| Date | |  | | | | | | | | |  | | | | | | |

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

|  |  |
| --- | --- |
| All holiday absences as well as cases with low attendance percentage will require a meeting with Mr Antonious, the Attendance Champion | Meeting date: |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **% Attendance** | |  | **Number of sessions of unauthorised absence within a 10-school week period** | |  | | **Authorised** | YES |
| NO |
| **Factors affecting decision** | Negative educational impact | | | **Requirement to follow legal procedures** | | YES | | |
| Positive educational impact | | | NO | | |
| Other: | | | NOT YET | | |
| **Headteacher’s signature** | | | | | | **Date** | | |

**MEETING NOTES**

|  |
| --- |
|  |

**ATTENDANCE DESCRIPTORS AND BANDINGS**

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.

|  |  |
| --- | --- |
| **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:   * 9 maths lessons * 9 English lessons * 4 PE/Games lessons * Topic, Art, RE and other learning * 10 hours of playtime where you don’t make friends and develop vital social skills and experiences. |
| **86% - 90%**  Cause for concern | 3 weeks and 4 days of learning are missed.  You are likely to have missed:   * 19 maths lessons * 19 English lessons * 8 PE/Games lessons * Topic, Art, RE and other learning * More than 20 hours of playtime where you don’t make friends and develop vital social skills and experiences. |
| **85% and below**  Serious concern | 5 weeks and three days of learning missed.  You are likely to have missed:   * 33 maths lessons * 33 English lessons * 11 PE/Games lessons * Topic, Art, RE and other learning * More than 30 hours of playtime where you don’t make friends and develop vital social skills and experiences. |