

DECLARATION OF ABSENCE DURING TERM TIME

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	
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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:

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% 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.