**Attendance**

Research repeatedly shows that the more time pupils spend in lessons, the more they learn! It is also the reason why the Headteacher takes a great deal of interest in the amount of time that pupils are absent from school, whether through illness or holidays.

* There are thirteen weeks of school holidays for pupils.
* The loss of learning due to holidays in school time can add up over the course of a pupil’s career.

Absences will only be authorised if this request is made in advance of the dates your child will be absent from school AND if the circumstances of the absence are exceptional. There is no entitlement to take a child out of school for a family holiday.

The law states that parents must ensure their children regularly attend school to receive their education. The head teacher can only authorise absence in exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short.

Whether the absence is exceptional is at the head teacher’s discretion based on their assessment of the situation and can vary from school to school. A weeks’ absence for holiday and a weeks’ absence for illness would give an attendance figure below 95%. The government considers attendance unacceptable below 95%.

The head teacher will consider the reasons for your absence request. You may be asked to provide evidence to support your request. Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to ‘unavoidable’ absence, the head teacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.

Please note that this forms part of our safeguarding commitment.

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| Parent/Guardian to complete this section  |
| Name of Child: | Class: |
| Absence requested from: | Absence to: |
| Number of school days requested: | Child will return on: |
| Reason for this absence: |
| Parent signature: |
| Date: |

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| School office to complete this section  |
| Current attendance: % | Green | More than 95% | Satisfactory  |
| Amber  | 85% to 95% | Needs improvement  |
| Red | Less than 85% | Unsatisfactory |

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| Headteacher to complete this section |
| This code will be placed in the register |
| Medical/Dental appointment  | M |
| Other Authorised Circumstances  | C |
| Approved Sporting activity  | P |
| External exams – ballet, music  | V |
| Unauthorised and your request is not approved as above, it will be marked as unauthorised on the register as it is not an exceptional circumstance | O |
| Signed: |
| Date: |

Slinfold C E Primary School

Notification of Absence from Learning

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