Ramshaw Primary School
Request for Absence in School Time

Pupils are **only** in school for 190 days each year

There are 175 other days for holidays and other activities

80% attendance represents **1 day off a week**

90% attendance represents **1 day off per fortnight**

How to use this form:

- Use for all absence other than sickness
- Return to the school **before** the date of requested absence
- Use a separate form for each absence & for each child

Guidance:

- Absences can only be authorised by the Headteacher/Deputy Head Teacher.
- Headteachers may not grant any leave of absence during school term time unless there are **exceptional circumstances.**
- **Exceptional circumstances** do not include taking a holiday in term time for reasons of cost.
- No absence will be authorised for **Year 6 pupils** during the first half of the summer term up to and including SATs week – usually around May time.

Parent/Guardian to complete this section:

Name of child:	Class:
Is this the 1st request for absence this academic year?	Yes/No
Dates requested:	Number of **school** days requested:
Reasons:	
Signed:	Date:

School office to complete this section:

Attendance 2014/15 %	Green (More than 95%) Amber (85% to 95%) Red (Less than 85%)	Good Needs Improvement Unsatisfactory
Current Attendance: %		

Headteacher to complete this section:

Your request is **approved** and the absence as set out above is duly authorised	
Unfortunately, your request cannot be met. If your child is absent as proposed above, it will be recorded as **unauthorised** .	
Signed:	Dated: