

West Chiltington Community 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.**

Guidance::

There is **no** entitlement to any leave of absence during term time unless there are exceptional and compelling circumstances.

- The application should be made well following a meeting with the Headteacher in advance and at least five days before the first day of absence if possible.
- Please use a separate form for each child and each absence.

Parent/Guardian to complete this section:

Name of child:	Class:	
Is this the first request for absence this academic year?	Yes / No	
Do you have a child at another STARS school? Yes/No	School:	
First Day of Absence:	Number of school days requested:	
Final day of Absence:		
Reason: <i>Please give information about your request for absence.</i>		

Signed:	Date:
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School Office to complete this section:

Our School Attendance Target is 97%

Last Academic Year Attendance	%	Green Amber Red	Green	More than 95%	Satisfactory
Current Attendance:	%	Green Amber Red	Amber	85% to 95%	Needs improvement
			Red	Less than 85%	Unsatisfactory

Head Teacher to complete this section:

Your request is approved and the absence as set out above is authorised.	
Your request is not approved . If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:	

Signed:	Dated:
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Regular attendance at school is important for your child's education and is a legal requirement. Responsibility for this rests with the parents. Only the school, not the parents, can authorise absence.

Government guidelines state that children may only be absent for the following reasons:

- Illness and treatments (eg dentist, opticians)
- An organised educational course
- An organised sports competition or approved public performance
- Family bereavement or exceptional family circumstances
- Days of religious observance

Government guidelines state that children may only be absent for the following reasons:

- Illness and treatments (e.g dentist, opticians)
- an organised educational course
- an organised sports competition or approved public performance
- family bereavement or exceptional family circumstances days of religious observance

There is **no** entitlement to any leave of absence during term time unless there are exceptional and compelling circumstances.

To discuss a request for absence, a meeting must be arranged with the Headteacher in advance.