



St Mary's CE (Aided) Primary School, Pulborough

Request for Absence from Learning 2022/2023

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

**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 every week.  
90% attendance represents 1 day off every fortnight.**

**How to use this form:**

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

- Headteachers may not grant absence for holidays during term time – ‘any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave’.
- If a family choose to take their child/children out of school for a holiday they may be subject to a Fixed Penalty Notice. If unauthorised absences reach 10 sessions (a session is half a day so 10 sessions is equal to 5 days) Holidays of any length will not be authorised except in exceptional circumstances such as Armed Forces, bereavement.
- You may receive a Fixed Penalty Notice of £120 (£60 if paid promptly) per parent with Parental Responsibility, per child if you take your child out for an unauthorised holiday: referrals are made for all holidays of 5 days or more, then you will be referred for a Fixed Penalty Notice from West Sussex County Council.

**Parent/Guardian to complete this section:**

|                                                           |  |                                     |        |
|-----------------------------------------------------------|--|-------------------------------------|--------|
| Name of Child                                             |  | Class :                             |        |
| Is this the first request for absence this academic year? |  |                                     | Yes/No |
| Absence request from / / to / /                           |  |                                     |        |
| No. of school days absence request                        |  | Child will return to school on: / / |        |
| Reason for absence:                                       |  |                                     |        |
| Parent's signature:                                       |  | Date:                               |        |

**School Office to complete this section**

|                               |       |               |                   |
|-------------------------------|-------|---------------|-------------------|
| <b>Attendance for 2022/23</b> | Green | More than 95% | Satisfactory      |
|                               | Amber | 85% TO 95%    | Needs improvement |
| Attendance code:              | Green | Amber         | Red               |
|                               | Red   | Less than 85% | Unsatisfactory    |

**Headteacher to complete this section**

|                  |                                        |  |   |
|------------------|----------------------------------------|--|---|
| Name:            | The code to be placed on the Register: |  |   |
|                  |                                        |  | G |
| Date of absence: |                                        |  | R |
|                  |                                        |  | B |
|                  |                                        |  | J |
|                  |                                        |  | C |
|                  |                                        |  | P |
|                  |                                        |  | V |

Holiday requests can not be aproved: If the pupil is absent as proposed above, it will be marked as unauthorised and over 10 sessions will be referred to WSCC.

|                         |                       |
|-------------------------|-----------------------|
| Headteacher signature : | Headteacher Comments: |
| Date:                   |                       |

## Time

Research repeatedly shows that the more time pupils spend in lessons, the more they learn! It is for this reason that the length of the school day has increased in the past few years. 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.

The Headteacher will not authorise absence for pupils during SATs tests.

## 'Lost Time'

If pupils take two weeks of annual holiday in term time every year, then:

By the end of Key Stage 1 (Year 2)

- They will have lost over a month of learning.

By the end of Key Stage 2 (Year 6)

- They will have lost three months of learning

By the end of Key Stage 3 (Year 9)

- They will have lost four months of learning

By their GCSE exams (Year 11)

- They will have lost more than six months of learning

**THIS WILL AFFECT THEIR RESULTS!**