



The Abbey Primary School

Winchester Road, Delapre, Northampton, NN4 8AZ
Tel: 01604 660100 Website: www.abbeyprimary.co.uk

Request for Absence from learning in exceptional circumstances

Holidays cannot be authorised in accordance with Educational regulations

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 per week.

90% attendance represents 1 day off per fortnight.

How to use this form:

- For all absences from learning other than sickness.
- Return to the school at least two weeks before the date of requested absence.
- Use a separate form for each child and each absence.

Guidance:

- The Headteacher will not grant any leave of absence (holidays) during term time unless there are exceptional circumstances.
- May/June are important months in the school calendar for SATs and phonics screening.
On no account should children be taken out of school during the month of May/June

Parent/Guardian to complete this section:

Name of child:		Class:
Is this the first request for absence this academic year?	Yes / No	Current Attendance %
Dates requested:	Number of school days requested:	
Reason for absence request:		

Signed	
Print Name	Date

School Office to complete this section:

Last year Attendance =	Green	97% - 100%	Above the national average.
Current Attendance =	Yellow	96% - 96.9%	Just above national average.
	Amber	94% - 95.9%	Below the national average.
	Pink	90% - 93.9%	Below national. At risk of dropping into the Persistent Absent group.
	Red	0% - 89.9%	Significantly below the national average. This means being persistently absent from school.

Headteacher to complete this section:

Your request is approved and the absence as set out above is duly authorised	The code placed in the register will be:	For example: Religious (R) Educated off site (B) Part-time Timetable (C2) Other Authorised Circumstances (C) Unauthorised holidays (G)
Your request is not approved. If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:		
Signed: Date:		
If you take your child out of school for an accumulative total of 5 days or more (10 sessions) over a period of ten weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action. This could include: A Penalty Notice payable up to £160 fine. Prosecution under section 444 (1) Education Act 1996, where if convicted you may be fined up to £1,000. Prosecution under section 444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment.		