



**Priory RC Primary School  
ABSENCE REQUEST FORM**

Today's date .....

I wish to apply for:

Names of children: \_\_\_\_\_ CLASS \_\_\_\_\_

\_\_\_\_\_ CLASS \_\_\_\_\_

To be given permission to be absent from school from .....to.....

Total school days requested (do not include weekends or non-school days) .....

Reason for absence request during term time including exceptional circumstances and details of why the absence must be taken in term time:

It is the responsibility of the parent/carer to demonstrate the exceptional circumstance on this form and include all evidence at the time of request.

I understand that the absence request may not be granted by the School and that if my child is absent from school without authorization, I may be subject to a Penalty Notice of £60 per parent, per child from the Local Authority and/or prosecution. I confirm I have read the Schools Attendance Policy.

I understand that the decision made by the School is final and there shall be no right of appeal against this decision

Signature of parent/carer \_\_\_\_\_ Date \_\_\_\_\_

NB - If you do not receive confirmation that the absence has been authorized, within 10 days please contact the School.

## Priory RC Primary School

### Request for Authorization of Absence

As you can see below 80% attendance will have a significant impact on how well any child can achieve - it would mean that they are missing a complete half term of learning! I am pleased to say that we have very few children who fall into this area. With your help I am sure that our attendance levels will continue to rise.

100% attendance	0 weeks of learning missed	BEST CHANCE OF SUCCESS - WELL DONE!
95% attendance	1 wk, 4 days of learning missed	
90% attendance	3 wks, 4 days of learning missed	POOR ATTENDANCE - I'M WORRIED!
85% attendance	5 wks, 3 days of learning missed	
80% attendance & below	At least 7 wks, 3 days of learning missed	VERY POOR ATTENDANCE - SERIOUSLY CONCERNED!

### Holidays in Term Time

We recognise that it is often expensive to take a holiday during the school holidays, but it is important that you consider carefully the consequences of a term-time holiday for your child. These include:

- Children may find it very difficult to catch up on course work they have missed. This may affect test preparation times and results
- Children who struggle with Mathematics and English may find it even harder to cope when they return to school.
- Children may miss out on special projects or school trips.
- Younger children may find it difficult to make or renew friendships with their classmates.

There are three periods when holidays will **not** be authorized:

- The first three weeks in September: this is a period when all children must attend in order to settle into their new classes.
- For all children from the beginning of the summer term until the end of the National assessment time (31<sup>st</sup> June).
- If a child's attendance is below 95%.

<b>Parent/carers who take their children out of school without authorization could be subject to a £60 Penalty Notice per child, per parent, from the Local Authority.</b>
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