



Crawley Down Village C of E School

Request for absence during school time

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 1 week before the date of requested absence.
- Use a separate form for each child and each absence.

Guidance:

- The Headteacher **may not** grant any leave of absence (holidays) during term time unless there are exceptional circumstances.
- **On no account should children be taken out of school during the month of May due to statutory and non-statutory tests (SATs)**

Parent/Guardian to complete this section:

Name of child:		Class:	
Do you have any children in other schools? Yes / No Name of child/children: If yes, which school/s do they attend?			
Dates requested:		Number of school days requested:	
Reason: (This will be unauthorised unless it's an exceptional circumstance)			
Declaration: I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Fixed Penalty Notice or by prosecution in the Magistrates' Court. For more information please follow the link https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-attendance-and-behaviour/school-absences/#fixed-penalty-notices tab			
Signed:		Dated:	

Head Teacher 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:	Religious Observance	R
		Educated Off Site	B
		Visiting another school	J
		Medical/Dental Appointment	M
		Other Authorised Circumstance	C
		Approved Sporting Activity	P
		Unauthorised Holiday	G
		Unauthorised Absence (not holiday)	O
Your request is not approved. If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:			
Signed:			