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| **William Penn Primary School, Coolham**  **Request for Absence from Learning 2024 – 2025**  Pupils are **only** in school for 190 days each year.  **There are 175 other days for holidays and other activities.**  **80% attendance represents one 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 Office before the date of requested absence * Use a separate form for each child and each absence | | | | | | | | |
| * **Headteachers may not grant absences for holidays in 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 will be subject to a Fixed Penalty Notice (FPN). If unauthorised absences reach 10 sessions (1 session is half a day, so 10 = 5 full days) Holidays of any length will not be authorised except in exceptional circumstances.** * **You will receive a FPN of £160 (£80 if paid promptly) per parent with Parental Responsibility, per child, if you take your child out of school for an unauthorised holiday; referrals for a FPN are made to West Sussex County Council for all holidays of 5 days or more.** | | | | | | | | |
| **Parent/Guardian to complete this section** | | | | | | | | |
| Name of Child: | | | | | | | Class: | |
| Is this the first request for absence this academic year? Yes / No | | | | | | | | |
| Absence requested from / / to / / | | | | | | | | |
| No of school days absence requested: | | | | | Child will return to school on : / / | | | |
| Reason for absence: | | | | | | | | |
| Name (please print): Date: | | | | | | | | |
| **School Office to complete this section** | | | | | | | | |
| **Attendance for 2024/25** | | | | 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** | | | | | | | | |
|  | | | | | | | | |
| * Your request is not approved in line with national legislation and school policy. * Your request is approved and the absence as set out above is duly authorised. | | | | | | | | |
| Headteacher’s 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 holidays or illness.

* There are thirteen weeks of school holidays for pupils
* The loss of learning due to holidays in term time can add up over the course of a pupil’s school career.

The Headteacher will not authorise absence for pupils during the SATs test period.

**‘Lost Time’**

If pupils were to 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!