



## TERRINGTON ST CLEMENT COMMUNITY SCHOOL

### Request for Leave from Learning in School Time



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 a week**  
 90% attendance represents **1 day off per fortnight**

### How to use this form:

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

### Guidance:

- Absences can only be authorised by the Headteacher
- Headteachers may not grant any leave of absence during school term time unless there are **exceptional circumstances**
- No absence will be authorised for **Year 6 pupils** during the first half of the summer term up to and including SATs week

### Parent/Guardian to complete this section:

Name of child:

Class:

Is this the 1<sup>st</sup> request for absence this academic year?

Yes/No

Dates requested:

Number of **school** days requested:

Please indicate any other school to which you are applying:

Reason for requesting leave of learning time:

Both parents with parental responsibility must sign this form

**Parent 1:**

Signed:

Name:

Date:

**Parent 2:**

Signed:

Name:

Date:

### School office to complete this section:

Attendance 2017/18

%

Current Attendance:

%

Colour Code: Green / Amber / Red

**Green (More than 97.55%) Satisfactory**

**Amber (90% to 97.5%) Needs Improvement**

**Red (Less than 90%) Unsatisfactory**

### Headteacher to complete this section:

Your request is **approved** and the absence as set out above is duly authorised

Your request is **not approved**. If the pupil is absent as proposed above, it will be recorded as **unauthorised** for the following reason:

Reason:

Signed:

Dated: