



## Orchards Junior School Request for Absence in School Term 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:

- ◆ The application should be made well in advance and at least five days before the first day of absence if possible.
- ◆ Please use a **separate form** for **each child** and **each absence**.

**New regulations from 1st September 2013 under the Education Act amends the current law on term time absence.**

**The law will not give any entitlement to parents to take their child on holiday during term time and Headteachers are no longer allowed to grant permission for this to be taken.**

**Any applications for leave must now only be applied for in exceptional circumstances and the Headteacher must be satisfied that these circumstances warrant the granting of leave before it is taken.**

**In making this decision your child's past and present attendance will be considered.**

**We must advise parents they can be given a fixed penalty for taking their child on holiday during term time without consent from the school.**

PARENT / GUARDIAN TO COMPLETE THIS SECTION:

Name of child:

Class:

First Day of Absence:

Number of **school** days requested:

Final Day of Absence:

**This section must be completed before any consideration can be made.**

**My reason for exceptional circumstances to be considered are: -**

Signed:

Date:

School Office to complete this section:

Last academic year attendance (if applicable)	%	Green Amber Red	Green	More than 95%	Satisfactory
Current attendance	%	Green Amber Red	Amber	85% to 95%	Needs improvement
			Red	Less than 85%	Unsatisfactory

Head Teacher to complete this section:

Your request is **approved** and the absence as set out is authorized.

days.

Your request is **not approved**. If the pupil is absent as proposed above, it will be recorded as **unauthorized**.

days.

Signed:

Dated: