



## REQUEST FOR ABSENCE IN TERM TIME

To help us with our system of safeguarding children & monitoring attendance we need to know in advance of any planned absences from school whatever the reason. Please provide information here.

Name of child ..... Class .....

Date from ..... Date to ..... Total no. of school days to be missed .....

Reason:

.....  
.....

Signed ..... Parent/Guardian Date .....

### Holidays During Term Time

The Dell Primary School is committed to securing excellent attendance for its pupils in order that they receive an excellent education and do not jeopardise their future life chances to succeed. As such, The Dell Primary School is committed to upholding the legal requirements for compulsory school attendance for all pupils of statutory age. There is no statutory right to take children out of school other than sickness, unavoidable medical/dental appointments, days of religious observance and exceptional family circumstances, such as bereavement. The Headteacher is permitted to authorise up to 10 days absence in addition to absence for exceptional & extenuating circumstances (see below). Parents must, in law, apply for permission in advance to withdraw a pupil from school for a holiday. The Headteacher will consider each request taking account of existing individual pupil attendance records and the circumstances of the request. **The school will only 'authorise' requests for absence where a child's attendance (over the previous 12 months) is AT or ABOVE the current whole school attendance target for the academic year.** This might mean that for a request for siblings, one absence is authorised while the other child's is not.

Exceptional and extenuating circumstances include and would normally be limited to:

- i. family holiday request from parents who are employed by the Ministry of Defence;
- ii. family requests for holiday due to religious beliefs.

Please note that Attendance Regulations in Wales are different to those in England. National media and press coverage of term time absence issues often apply to England and not Wales. In deciding whether to authorise absence, the Headteacher will consider the following Welsh Government guidance:

100% Attendance	0 days missed	Excellent
95% Attendance	9 days of absence OR 1 week and 4 days of learning missed	Satisfactory
90% Attendance	19 days of absence OR 3 weeks and 4 days of learning missed	Poor
85% Attendance	28 days of absence OR 5 weeks and 3 days of learning missed	Very Poor
80% Attendance (or Below)	38 days of absence OR 7 weeks and 3 days of learning missed	Unacceptable

### FOR COMPLETION BY SCHOOL

% attendance (over past 12 months)

Number of days term time holiday this school year

Authorised Absence

Unauthorised Absence

CURRENT YEAR SCHOOL ATTENDANCE TARGET


Signed (headteacher) ..... Date .....