



St. Philip's Catholic Primary School, Arundel



REQUEST FOR ABSENCE 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 a fortnight.

HOW TO USE THIS FORM

- Use this form for all absences other than sickness.
- Use a separate form for each child and each absence.
- Return form to school in advance of requested absence - **otherwise the absence will be unauthorised.**
- **Any requests for HOLIDAY absence must be accompanied by a letter to the Governors explaining the exceptional circumstances for the request.**
- **If the request for Holiday Absence is not authorised, and if the child is then absent on those dates, the absence will be recorded as unauthorised and the parents may receive a Fixed Penalty Notice.**
- **Further details about Fixed Penalty Notices are available from the School Office.**

PARENT/GUARDIAN TO COMPLETE THIS SECTION

Parent/Guardian Name and Address:

Name of Child:

Class:

Is this the first request for absence this academic year?

YES / NO

Inclusive dates of absence requested:

Number of school days requested:

Start date:

End date:

Reason for absence request:

Does your child have school dinners?

YES / NO

If YES – please inform Chartwells of the dates of absence or you will be charged for the missed meals.

Phone : 01243 836130 or 0845 603 7998

E-mail: 73041@compass-group.co.uk

Signature of parent/guardian:

Date:

SCHOOL OFFICE TO COMPLETE THIS SECTION

Current Attendance:

%

Teacher informed:

Number of sessions missed for holiday:

Reply sent to parent:

Number of sessions missed for illness:

Signature of Administrator:

Date:

Number of sessions missed for other absences:

**This absence will be Authorised.
This absence will NOT be Authorised.**

Attendance Register Code for this absence:

Signature of Headteacher:

Date: