



Request for a leave of absence due to exceptional circumstances

Please note that Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.

Child's name: Class:

First day of absence from school:

Last day of absence from school:

Returning to school on:

Total number of days absence:

Reason for request during term time:

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Signed:

Date:

FOR OFFICE USE ONLY

Percentage attendance:

Request approved/not approved:

Headteacher comments:

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Headteacher signature: Date:

Appendix - Parents Attendance Overview

There are 175 non-school days in a year and 190 school days each year

Absence in terms of days	7 days absence				10 days absence				19 days absence				28 days absence				47 days absence			
	190 school days in each year equals 190 days for your child's education				183 days in school				180 days in school				171 days in school and the equivalent of a month not in school that year				162 days in school. At 85% absence, your child is missing the equivalent of 1 year of education over their whole time in primary school			
Percentage Attendance	100%				96%				95%				90%				85%			
	Good: * Best chance of success * Gets your child off to a flying start * Helps their confidence and social development as well as their academic progress * Over 97% attendance is considered excellent				Some Concern: * Harder for your child to make progress * School starts tracking your child's attendance closely. Once it falls below 93% medical evidence maybe required to authorise future absences linked to illness				Worrying: * Your child is now classified as a 'persistent absentee' * Education Welfare Officer involvement is likely				Serious Concern: * Absence is having a significant impact on your child's education and well-being * Legal action maybe taken				75%			