



The Southwater Infant Academy

Request for Absence in School Time

Please note that Headteachers have been directed by the Government not to authorise any absence from school unless there is an 'exceptional' circumstance. Absence requests will only be approved for compassionate, medical or religious reasons. In line with these regulations, holidays during term time **will not** be authorised. However, if there are 'exceptional circumstances' surrounding your request, complete the form below giving full details for the Headteacher's consideration.

Fixed Penalty Notices (FPN) are typically issued by West Sussex County Council where there have been at least 10 sessions of unauthorised absence from school (a morning and an afternoon accounts for 2 sessions) within a recorded 10 school week period. A FPN is issued per parent, per child and are an alternative to prosecution, giving parents an opportunity to discharge their criminal liability by paying a fine of £120, which must be paid within 28 days.

Please remember; pupils are 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 child and each absence

Parent/Guardian/Carer to complete this section

Name of child:	Class:
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Is this the first request for absence this academic year? Yes ☐ No ☐

Dates requested:	Do you have a child(ren) at SJA for whom you are making the same request? Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of school days requested:	Do you have a child(ren) at another school(s) for whom you are making the same request? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please name the school(s) below:

Reason:

Sign to confirm request and that the information above has been read:
 Name: _____ Dated: _____

School Office to complete this section

Attendance (Previous Year)	%	Green	More than 96%	Satisfactory
Attendance (Current)	%	Amber	90% to 96%	Needs improvement
		Red	Less than 90%	Unsatisfactory

Head Teacher to complete this section

The code placed in the register will be:

Religious Observance	R		Unauthorised Holiday	G
Educational Visit	V		Other Unauthorised Circumstance	O
Medical/Dental Appointment	M		Other Authorised Circumstance	C

Your request for absence, as set out above:

- ☐ is authorised
- ☐ is not authorised (*as it does not meet the authorised absence criteria, explained at the top of this form*)

Signed: _____ Date: _____