

# GILLINGSTOOL PRIMARY SCHOOL

*Striving for excellence*



## Absence from School Request Form

### SCHOOL IS IMPORTANT

Missing school can disrupt and set back learning.  
Please read the School's Attendance Leaflet on reverse

**ABSENCES WILL ONLY BE AUTHORISED IN EXCEPTIONAL CIRCUMSTANCES**  
**HOLIDAYS CAN NOT BE AUTHORISED IN TERM TIME**

Childs Name: \_\_\_\_\_ Class: \_\_\_\_\_

Parent/Carer's name (please PRINT): \_\_\_\_\_

I request \_\_\_\_\_ days absence for my child  
from \_\_\_\_\_ to \_\_\_\_\_ inclusive

My child has taken \_\_\_\_\_ days off school since September (not including illness)

Please give a **full explanation** why the absence is needed during school time:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Carer) Date of request: \_\_\_\_\_

**Absence from School Request Form – Teacher return slip**

Name of child \_\_\_\_\_ Class \_\_\_\_\_

Authorised / Unauthorised : \_\_\_\_\_ Headteacher

Reason:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Absence from School Request Form – Parent return slip**

*Missing school can disrupt and set back learning*

Name of child \_\_\_\_\_ Class \_\_\_\_\_

Authorised / Unauthorised : \_\_\_\_\_ Headteacher

Reason Headteacher's for decision:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



The complete Attendance Policy is available from school – just ask if you would like to read it in full . It is also available on our School Website

### Authorised Absence

Only the school is permitted to authorise any absences and this may include illness, family bereavement, religious observance. There will be some rare occasions when other reasons for absence may be authorised but please come and talk to us - we will always try to be sympathetic.



### Unauthorised Absence

There are times when children are absent for reasons that are not permitted by law. These are called unauthorised absences and include such examples as:

- Going for a family day out
- Having a birthday treat
- Going shopping
- Over sleeping
- Looking after a sick relative or pet
- Meeting relatives
- Waiting in for a delivery
- Being absent and no reason is given
- Not taking part in a school visit or activity day
- Family holiday



Unauthorised absences (over 10 sessions) and low attendance (currently below 90%) have to be brought to the attention of the Educational Welfare Officer who may contact you to discuss any attendance issues.

**The Local Authority has the power to take legal action against you should attendance remain low or unauthorised absence continue.**

# HOLIDAYS

The Department for Education's Policy is that parents are **not allowed to take holiday in term time**. In very exceptional circumstances, it may be authorised but you would need to talk to the Headteacher.

**In addition, term time absence for holiday will not be authorised.....**

- For pupils who have a pattern of persistent absence.
- For pupils who have attendance below 90%.
- In Term 1 because it is disruptive to pupil friendships and settling into new class routines. Evidence indicates significant absence in Term 1 can dramatically affect achievement and progress.
- In Term 5 during and in the build up to the statutory assessment period for Early Years Foundation, Y2 and Y6. All other year groups are also assessed at this time.

**More than 10 unauthorised absences will lead to penalty notices being issued by the local authority or legal action being taken.**

(There are 10 sessions in a week, 5 a.m. & 5 p.m.)

**Please take your holidays during the school holidays**

• The Registers are taken at 8.55am and 1.00pm daily

• Your child should arrive between 8.45am and 8.55am and may go straight to the classroom

• If your child is late, please bring them into school via the office, so that their arrival may be recorded for their safety. If your child arrives 20 minutes after the registers have been taken they will be marked as an unauthorised absence unless there is a valid reason.

• If your child is marked absent in the register and the school has not been notified then we will contact you by telephone to ensure that your child is safe

• Our Education Welfare Officer can support the school and families when/if they need help

• School finishes at 3.15pm. At home time please wait for your child in the playground.



If you would like to talk to your child's teacher, after school is the best time to do this, although they may have meetings to attend or other school commitments. If you need more time then please phone the school office to make an appointment. Thank you!

How you can help your children:

- Try to make medical appointments after school or in the holidays whenever possible
- Encourage you child to be resilient and to look forward to learning new things. Be positive
- Make sure your child has what they need for school each day ready the night before.
- Telephone us when your child is ill on the first morning of absence - before 9.20am
- Bring them and collect them on time each day

School Start 8.55am  
Doors Open 8.45am



**Regular and punctual attendance is vitally important for raising achievement and developing the potential of your children.**

**Good attendance is over 95% if not higher!**

90% is the same as one day absent per fortnight. This level of attendance from Year 2 to Year 6 is the same as missing half a year of school!

80% is the same as one day absent per week! This level of attendance over five years is the same as missing a whole year of learning!



GILLINGSTOOL PRIMARY SCHOOL  
Gillingstool, Thornbury  
South Gloucestershire  
BS35 2EG  
Telephone: 01454 866527  
Email: [office@gillingstool.org.uk](mailto:office@gillingstool.org.uk)  
[www.gillingstool.org.uk](http://www.gillingstool.org.uk)

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**ATTENDING SCHOOL JULY 2018**

