



REQUEST FOR ABSENCE IN SCHOOL TIME

TO: THE HEAD TEACHER, UPPER BEEDING PRIMARY SCHOOL

An authorised absence is requested for:-

Name of Child..... Class Year

Dates: from to

Is this the first request for absence this academic year? YES/NO

Do you have a child at another CHANCTONBURY school? YES/NO

If yes, name of School:

Reasons for seeking absence during school time:

.....
.....

Signed(Parent/Carer) Date

NB ABSENCE NOT APPROVED BY THE SCHOOL IN WRITING AND IN ADVANCE WILL BE RECORDED AS 'UNAUTHORISED', WHICH COULD RESULT IN FURTHER ACTION BY THE LOCAL AUTHORITY PLEASE SEE THE NOTES OVERLEAF

Table with 2 columns: Absence (DFES and WSCC levels) and explanatory text. Row 1: More than 95% Satisfactory GREEN, 85% to 95% Needs improvement AMBER, 84% or less Unsatisfactory RED. Text: 80% represents 1 day off a week (or more than one whole school year in the primary phase), 90% represents one day off a fortnight.

School Use Only: Attendance.....% Days absent this year.....

To: (Parent / Carer)

- Your request is approved and the absence as set out above is duly authorised.
Your request is not approved; therefore, if the pupil is absent as proposed above, it will be recorded as unauthorised for the following reasons:-

.....

Signed(Head Teacher) Date

Parents and Chanctonbury Schools in Partnership

**REGULAR ATTENDANCE AT SCHOOL IS IMPORTANT FOR YOUR CHILD'S EDUCATION
AND IS A LEGAL REQUIREMENT
RESPONSIBILITY FOR THIS RESTS WITH PARENTS
ONLY THE SCHOOL, NOT THE PARENTS, CAN AUTHORISE ABSENCE**

Government guidelines state that children may only be absent from school for the following reasons:

- Illness and treatments (e.g. dentist, opticians). Appointments should be made outside of school hours where possible
- An organised educational course
- An organised sports competition or approved public performance
- Family bereavement or exceptional family circumstances
- Days of religious observance

LEAVE OF ABSENCE

**THERE IS NO ENTITLEMENT TO ANY LEAVE OF ABSENCE DURING TERM TIME
UNLESS THERE ARE EXCEPTIONAL AND COMPELLING CIRCUMSTANCES**

What Happens when a Child is Absent?

Your Action:

- Inform the school in advance if you know your child is going to be absent by completing a 'Request for Absence' form available from the school office.
- Inform the school by 9:30am on the first day of absence due to illness, **either by telephone 01903 812288, in person, or by email office@upperbeeding.w-sussex.sch.uk**

Our Action:

- We will mark your child as absent in the attendance register
- We will follow up all unexplained absences
- If leave is taken without prior written permission, this will be recorded as unauthorised
- We will record unauthorised attendances on pupil's annual reports
- When necessary, we will inform the Education Welfare Service
- It is not the school's responsibility to provide work for children during absence from school