

Notification of Absence Form – to be returned at least three days prior to the planned absence.

**Students Name** «Forename» «Surname» **Tutor Group** «Reg»

I request that my son / daughter can be absent from school **from** .....

**to** ..... due to me being on annual holiday from my employment.

This is ..... school days absence.

Signed..... (Parent / Carer)

Employers Name .....

Address .....

Date of Request .....

DFES Guidelines to Schools

**REGISTRATION CODE: H**

|                   |   |
|-------------------|---|
| Brief Description | Family Holiday (agreed)   |
| DfES Definition   | Parents should not normally take pupils on holidays in term time. Each request for holiday absence should be considered individually, taking account of: the age of the child; the time of year proposed for the trip; its nature and parental wishes; the overall attendance pattern of the pupil; the child's stage of education and progress.<br>Schools should only, exceptionally, agree absence of more than 10 school days in a school year (and should not regard 10 days as the norm). |

**Additional useful information:**

A pupil who is authorized to take 10 days holiday during one whole academic year will only attain **94.7%** attendance.

A pupil who is authorized to take 10 days holiday during the period of September – May (the annual DfES absence survey time period) will only attain **93.8%**. These are the figures that appear in the performance tables.

If a school agrees absence and the pupil goes on holiday for 10 days or less, absence is authorized (use Code H).

After 10 days the absence has to be recorded as unauthorised:

**REGISTRATION CODE: G**

|                   |   |
|-------------------|---|
| Brief Description | Family Holiday (NOT agreed <u>or</u> days in excess of agreement)   |
| DfES Definition   | Schools should only, exceptionally, agree absence of more than 10 school days in a school year (and should not regard 10 days as the norm). |

If a school does not agree absence and the pupil goes on holiday, absence is unauthorized (Code G). If parents keep a child away for longer than was agreed, any extra time is recorded as unauthorized (Code G)



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