**TERM TIME ABSENCE REQUEST**

Should you wish to apply for your child to be absent from school please complete the form below and return to school in advance of the absence.

At Llanfair Primary School our aim is for each child to attend school as frequently as possible. Regular attendance brings both academic and social and emotional benefits to pupils. As such we aim for our attendance across school to be greater than 96% each year.

**Impact of Non-Attendance**

|  |  |  |
| --- | --- | --- |
| **Attendance during school year** | **Equals days absent** | **Which is approximately** |
| 95% | 9 days | 2 weeks |
| 90% | 4 weeks | 4 weeks or 1 day off every two weeks |
| 80% | 8 weeks | 1 day off per week |

**Term Time Holidays**

Llanfair Primary understands that taking holidays during term time offers a more affordable option. However we strongly request that parents only take these holidays in exceptional and extenuating circumstances. The Headteacher will consider each application in view of the specific circumstances of the family and can authorise a **maximum ten days** per academic year.

**Absence Request – to be completed by parent/carer**

Pupil Name………………………………………………………………………….. Class…………………………

Date of absence………………………………………………… Date of return…………………………………………..

Number of days………………………………………………………………………………………………………………………

Reason for absence:

Parent/carer name…………………………………………………………………………………………………………………

Signature……………………………………………………………. Date…………………………………………………………

**Outcome decision – to be completed by the headteacher**

Number of days authorised absence:

Number of days unauthorised absence:

Signed………………………………………………………………..Date………………………………………………………….