



# REQUEST FORM FOR ABSENCE DURING TERM TIME

Name of pupil/s \_\_\_\_\_ Form \_\_\_\_\_  
 \_\_\_\_\_ Form \_\_\_\_\_  
 \_\_\_\_\_ Form \_\_\_\_\_

Reason for absence and supporting evidence (if appropriate)  
 \_\_\_\_\_  
 \_\_\_\_\_

Dates of absence From \_\_\_\_\_ To \_\_\_\_\_

Date the pupil will return to school \_\_\_\_\_

### Extended period of absence from school

If a pupil were to be absent from school for an extended period of time, it would be necessary for the parents/guardians to discuss this with the School. Pupils will be expected to complete work missed during their period of absence.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Parent/Guardian

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Headteacher

Attendance during one school year	Number of days absence this equals	Number of lessons missed
95%	9.5 days	<b>48 lessons</b>
90%	19 days	<b>95 lessons</b>
85%	28.5 days	<b>142 lessons</b>
80%	38 days	<b>190 lessons</b>
75%	47.5 days	<b>237 lessons</b>
70%	57 days	<b>285 lessons</b>
65%	66.5 days	<b>332 lessons</b>



**QUITE SIMPLY – ATTENDANCE = ATTAINMENT**

