



ABSENCE FROM SCHOOL REQUEST FORM ACCOMPANYING NOTES

Fairfield has a statutory obligation to monitor attendance and report on it to the Department for Education. The *minimum* attendance level expected is 95%; the expectation for Outstanding schools is 98%+. Absence from school can seriously disrupt your child's learning. Not only do they miss the teaching provided on the days they are away but they also have to simultaneously catch up and keep up on their return. This leads to a risk of underachievement which together we should be trying to avoid.

10 days of absence from school means 50 missed lessons and an otherwise 100% attendance record will drop to 94.7% over an academic year.

Therefore, and in accordance with the local authority's policy on attendance, we will not ordinarily authorise an absence for any holiday taken during term time.

We may consider authorising an absence for holiday during term time if there are **very exceptional circumstances**. Examples of exceptional circumstances include:

- time taken after a traumatic event e.g. a family bereavement
- Where a parent's/carer's employer dictates the dates when holidays can be taken
- Specific personal or family circumstances which make absence unavoidable.

We will not normally authorise holidays that are taken because of cost and we will not normally authorise absence for students in years 10 or 11.

The continued high expectations on students to achieve national standards at the end of Year 11 mean that absence is inappropriate unless it is completely unavoidable.

Any intended absence should be discussed with the Head Teacher or Head of Key Stage.

