

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 must 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 60 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;

- Head Teacher: Mr Paul Jennings Herefordshire, HR2 0SG | 01981 550231 |
- attendance@gvsc.org.uk



FAIRFIELD HIGH SCHOOL

Peterchurch, Herefordshire, HR2 0SG | 01981 550231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mr Paul Jennings

REQUEST TO TAKE A CHILD OUT OF SCHOOL DURING TERM TIME

Please complete this form, giving brief but specific details of the requested absence.

I would like to take my child.....(name)

Tutor group:.....

Out of school from..... to.....

Number of days:

I am requesting this absence during term time because:

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(Please give as much detail as possible, including copies of official work schedules etc.)

Signed (parent/carer)

Date:

Name of parent/carer

This form must be completed and returned to Fairfield High School Attendance Officer, no less than two weeks before the planned absence.

