

OLVESTON C.E.V.C. PRIMARY

PUPIL ABSENCE



Please read the following carefully

The Governors and Head Teacher would remind you that it is not your right to take your child out of school for holidays, visits to relatives etc. and that such an absence may be recorded as unapproved parentally-condoned absence.

Legal Requirements

Any holidays taken during term time must not exceed 10 days in the school year. Pupils **must** return to school after the 10 days absence or their names may be deleted from the Admission Register (The Education (Pupil Registration) Regulations 1995).

School's Perspective

The school does recognise that there are factors (such as differentials in Travel Agents' prices between term time and school holiday time) that contribute to pupils being taken out of school during term time.

All schools are now coming under considerable pressure to reduce absences because pupil attainment is threatened by losing schooling. (For example, both the Literacy Hour and Numeracy Hour have 190 daily sessions scheduled to take place over a 190-day period.) The school **will not** provide work for children to complete during an absence except in exceptional circumstances, which does not include family holidays.

However, teaching time that is often spent in helping YOUR child making up for an absence is inevitably lost to OTHER CHILDREN in the class. For this reason above all, unnecessary absences are strongly discouraged by the school.

How to Request Absences:

Unplanned absence. It is the duty of all parents to inform school of the reason for their child's absence by **9.15am on the day of absence** by phone. This is essential for fire and personal safety checks, as well as being a legal requirement.

Planned absence. Please fill in the form below and return to school.

OLVESTON CEVC PRIMARY SCHOOL

PLANNED ABSENCE

I have read and understood the notes accompanying this form.

I would like to request holiday for my child

In class.

Dates of absence request:

.....to(inclusive)

The reason for this absence is

(Signed) Parent/Guardian

This form should be returned to your child's Teacher **not less than one week** before the commencement of absence.

Absence for _____ on

_____ has been approved/denied.

Signed: _____ (Head Teacher) Date: _____