Broadwater C of E Primary School
Request for Leave from Learning in School Time
2026-2027

Pupils are **only** in school for 190 days each year.
There are 175 other days for holidays and other activities.
80% attendance represents **1 day off a week**.

90% attendance represents **1 day off per fortnight.**

Please be aware any holiday taken 5 days or more (including INSET & bank holidays) may incur a WSCC Fixed Penalty Notice

How to use this form:

- Use for all absence requests other than sickness
- Return to the school before the date of requested absence

Guidance:

- Head Teachers may not grant any leave of absence during school term time unless there are exceptional circumstances
- Parents/Carers requesting absence during term time should provide full details in order for the Head Teacher to decide if there are exceptional circumstances

Parent/Carer to complete this section:

Name of Child 1:	Class:
Name of Child 2:	Class:
Name of Child 3:	Class:
Name of Child 4:	Class:
Is this the first request for absence this academic year?	Yes / No

First Day of Absence:		Number of school days requested:	
Final Day of Absence			

Reason:

(continue on separate page if necessary)

Name:	Relationship to child:	Date:
Signature:		

School Office to complete this section:

Child 1: Name Last Year Attendance	%	Green (More than 95%) Satisfactory Amber (85% to 95%) Needs Improvement Red (Less than 85%) Unsatisfactory		
Current Attendance	%			
Leave from learning taken so far this year		days	Register code for this request:	
Child 2: Name Last Year Attendance	%	Green (More than 95%) Satisfactory Amber (85% to 95%) Needs Improvement Red (Less than 85%) Unsatisfactory		
Current Attendance	%			
Leave from learning taken so far this year		days	Register code for this request:	
Child 3: Name Last Year Attendance	%	Green (More than 95%) Satisfactory Amber (85% to 95%) Needs Improvement Red (Less than 85%) Unsatisfactory		
Current Attendance	%			
Leave from learning taken so far this year		days	Register code for this request:	
Child 4: Name Last Year Attendance	%	Green (More than 95%) Satisfactory Amber (85% to 95%) Needs Improvement Red (Less than 85%) Unsatisfactory		
Current Attendance	%			
Leave from learning taken so far this year		days	Register code for this request:	

Head Teacher to complete this section:

Your request is approved and the absence as set out above is authorised.	
Your request is not approved and the absence as set out above is unauthorised.	
Signed:	Dated:

BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Rectory Gardens
Worthing
West Sussex
BN14 7TQ

TEL 01903 235389
EMAIL office@broadwaterce.org
Head Teacher: Mr Aaron Morrissey

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Please be aware, the current national framework includes the following guidelines:

- The current FPN amount of **£160**, reduced to **£80 if paid within 21 days**;
- The escalation framework within the National Framework for Penalty Notices, which limits penalties to **two notices per parent, per child, within a rolling three-year period**;
- Information regarding unauthorised absence occurring adjacent to INSET days or public holidays;
- The Local Authority's position that unauthorised holiday absences of **30 consecutive sessions (15 school days) or more** will normally be considered for direct prosecution rather than the issue of a Fixed Penalty Notice.

At Broadwater School we work very hard to help your child to learn and achieve well. To do this, we need your help and support in many ways. One important way that you can help your child is to ensure that he or she attends school and is on time. There are many reasons for this:

- Being punctual is a skill that your child will need for life. It shows respect for others and that school is important
- Good attendance means that your child will be able to get the most out of school and make the most of the opportunities offered to them. Regular attenders make better progress, both socially and academically
- It will ensure that there are no gaps in their learning. This will mean that the important foundations for future learning will be strong
- Units of work are planned for in depth and if your child is away from their learning they may miss out on acquiring vital skills and concepts
- Children spend a small percentage of time at school. There are 175 days in the year for holidays and other activities. Please make every effort to book holidays and visit friends and family in this time only. It is important for your child to be at school the other days so that they can achieve and attain well
- 80% attendance is equivalent to taking a year off school every five years, 90% is equivalent to half a year off every 5 years!

Government amendments to the 2006 regulations removed references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments made clear that Head Teachers may not grant any leave of absence during term time, unless there are exceptional circumstances. These amendments came into force on 1st September 2013. For further details please follow the following link:

https://www.gov.uk/school-attendance-absence/overview

The school will not authorise holiday absence during school term time and remind you that you should plan holidays on non-school days only. You should be aware that absence from school may result in a fixed penalty notice and a fine.

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