

# CHARVIL PRIMARY SCHOOL

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A Church of England Academy

# THE PIGGOTT SCHOOL

Twyford Road, Wargrave, Reading, RG10 8DS  
Telephone 0118 940 2357  
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## PUPIL ABSENCE REQUEST

We request that pupils are not absent from school during the term time except in **extenuating circumstances**. Any absence taken but not authorised will be recorded as unauthorised absence. Pupils who are absent are expected to complete all work they have missed.

If you feel that there are extenuating circumstances for an absence, please complete this form and return to the School Office. Parents and carers are reminded that Penalty Notices will be considered where pupils are either absent from school without authorisation or when absence is linked to a holiday request that has been turned down.

Pupil's name \_\_\_\_\_

Year Group \_\_\_\_\_

First day of absence \_\_\_\_\_

Date of return to school \_\_\_\_\_

Number of school days to be missed \_\_\_\_\_

Reason for absence \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent/Carer

Date

Name of Parent/Carer (please print)



Executive Head Teacher Mr D J Gray MA, NPQH

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## The Piggott School: Charvil Primary

### Holidays in Term Time

There is a continuing concern, both locally and nationally, about the number of school absences linked to term time holiday. Although our school achieves excellent results and enjoys a very positive reputation, we still suffer from term time holiday absences.

The law says that it is illegal for any student to be absent for a holiday in term time. Each application has to be considered individually by the school, taking into account factors such as the timing of the holiday and the child's attendance and performance record. Holiday absences are only authorised in exceptional circumstances. Any possible absences must always be discussed with us as early as possible and before any bookings are made.

It is easy to underestimate the impact of a few days away from school on a regular basis. A 90% attendance rate over a child's time at school (on average just 19 days' absence each year) would mean that by the end of Year 11 the equivalent of over a school year will have been missed. There is also much statistical evidence showing the detrimental effect absences can have on test and examination results. On average 17 absences during a school year results in one less grade for a GCSE. National 2015 data shows that about two thirds of pupils with an average of over 12 days absence per annum achieved less than 5A\*-C or more.

**Attendance:** It is illegal for any student to be absent for a holiday in term time. There is no longer any entitlement to absence for this purpose except in extreme circumstances and I ask all parents to be aware of this and to work with us to ensure high attendance at school. Penalty notices may have to be enforced if absence has been taken without appropriate authorisation from the Headteacher. Any possible absences other than illness must always be discussed with us as early as possible and **before** any bookings are made.

Penalty notice information can be found at <https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance> and scroll down to penalty notice.

	<b>Authorised Absences</b>	<b>Unauthorised Absences</b>	<b>Possible</b>	<b>% Attendance</b>
Totals	4.9	0.6	100.0	94.5

**Average Attendance Data for The Piggott School: Charvil Primary 2021-22**

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