



Request for a leave of absence during term time

Pupil Name **Class**

Pupil's address

Date of first day of absence Date of return to school

Number of school days that your child will be absent from school

If a pupil fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them as a Child Missing Education.

Please detail the exceptional circumstance for which you are requesting leave of absence

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I understand that if the absence request is not authorised and the holiday is taken the Head Teacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.

Name(s) of Parent/Carer (s) making application:

Dr/Mr/Mrs/Miss/Ms

Forename..... Surname.....

Address:

Signed Dated

Dr/Mr/Mrs/Miss/Ms

Forename..... Surname.....

Address:

Signed Dated

(Please ensure you are giving at least seven days' notice of the proposed absence, retrospective applications cannot be authorised)

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For school to complete and copy retained: AUTHORISED/UNAUTHORISED (please circle)

Attendance %



OUR OVERALL SCHOOL ATTENDANCE TARGET IS 100%

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for lessons upon their return. As a consequence of this, there is a risk of underachievement, which together we must seek to avoid.

- Attending school every day = 100% attendance.
- Absent for half a day a week = 90% attendance = 4 weeks per year.
- Absent for one day per week = 80% attendance = over half a term during the course of the year or 2 full years over the course of their school career.
- Absent one and a half days each week = 70% attendance = about a quarter of the school year.
- Arriving late is also very detrimental to children learning.