

FOR OFFICE USE ONLY	
	Enter absence on spreadsheet
	Enter absence on SIMS
	Scan form/upload to student on SIMS
	Save scan in attendance folder



APPLICATION FOR STUDENT LEAVE OF ABSENCE

Taking your child out of the school during term time could be detrimental to their educational progress. Parents should not request leave of absence for their children during term time. **There is no legal right to do so.** However, in exceptional circumstances, you may apply to the school for leave of absence for up to 10 days in the academic year. Agreement to each request is at the discretion of the Head Teacher, acting on behalf of the Governing Body (Pupil Registration Regulations 1995 – amended 1997). Each case will be judged on its merits in line with certain considerations as outlined in guidance from the DfE. If the absence is not authorised and the student does not attend school at that time, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 28 days) to **each parent for each child** taken out of school.

- **A REQUEST FOR LEAVE OF ABSENCE SHOULD BE SUBMITTED AT LEAST ONE MONTH IN ADVANCE**
- **PLEASE READ ‘ATTENDANCE INFORMATION FOR PARENTS’ OVERLEAF**

Name of Student:	
Date of Birth:	
Form Group:	

Date of first day of absence: _____

Date of return to school: _____

Number of days requested: _____

Reason for request for leave of absence during term time:
(Please attach letter/evidence if required)

Signed: _____ **Date:** _____

Name: (in block capitals, please) _____

For School use only:

Total percentage to date (or during previous year, if applicable):		
Total sessions (i.e.: half days) student absence this year:		
Total unauthorised student absences this year:		
Approved? YES / NO	Signed:	Date
Code:	Fine? YES/NO	/ /2020

ATTENDANCE INFORMATION FOR PARENTS

You are not entitled to take your son/daughter out of school.

Are you aware of the impact of absence?

- **One day** off per school year
= **99.5% attendance**
- **Ten days** off per school year
= **94.7% attendance**
- **Twenty days** off per school year
= **90% attendance**
- **90% attendance in Years 7 – 11**
= **MORE THAN HALF A YEAR OF MISSED EDUCATION**
- **90% attendance for your child in Years 1 – 11**
= **A WHOLE YEAR OF EDUCATION WILL HAVE BEEN LOST**

Whilst we appreciate that holidays during term-time are less expensive, there are hidden costs to your child's education and you will be fined for taking them.

Unauthorised absences from this request will count towards potential legal proceedings if attendance declines throughout the year.

Other exceptional circumstances will be considered on a case by case basis.

In line with new government legislation, we constantly review attendance and contact parents as soon as we have a concern. Parents of children with attendance below 95% will be contacted by form tutor. If attendance does not improve, our Heads of Year will then become involved and ultimately with head teacher and the Education Welfare Officers will take action.

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

APPLYING FOR EXCEPTIONAL CIRCUMSTANCE AUTHORISATION?

HELPFUL RULE OF THUMB: Would a teacher be allowed this leave of absence?

If not, it is unlikely to be regarded as 'exceptional' and will not be authorised.