LEAVE OF ABSENCE REQUEST FOR PUPILS DURING TERM TIME

Dear Parent / Carer

Leave of absence during term time will be discouraged. Parents and carers do not have the automatic right to withdraw their children from school for an annual holiday and will be reminded of the effect that absence can have on a pupil's potential achievement.

The school will consider any application for leave of absence and will only agree to authorise the absence if the school/LEA target of 94.5% is achieved, or in exceptional circumstances. Parents/carers must apply no more than one week in advance.

Parents/carers are advised that A Fixed Penalty Notice (FPN) may be issued by the Local Authority when permission for a holiday or leave of absence has not been authorised by the school. For more detailed information please refer to The Local Authority's Local Code of Conduct.

Attendance at the end of the year	Days missed from school
100%	0
99.5%	1
97.4%	5
95%	10
90%	19
87%	24
85%	28
80%	38
75%	47
70%	57
60%	76
50%	95
40%	114

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Name of pupil: _____ Class / Form: _____

% Attendance	% Authorised absence	% Unauthorised absence	Times late	% Attendance of last academic year

First day of absence | | | | Last day of absence | | | |

Reason for leave of absence during term time: _____

_____

Contact telephone number: _____

Signed: _____ Date: _____

(Parent / Guardian)

For School Use Only

Absence authorised *YES* ❑ *NO* ❑

Current attendance (%):

Signed: _____

Reason if NOT authorised:

_____