

**APPLICATION FOR LEAVE OF ABSENCE DURING TERM-TIME**

Please complete and return this form to the school **at least four (4) weeks** before the intended start date of your child's absence. (Please complete a separate form for each child)

**Important:** Absences that have not been approved will be recorded as **unauthorised**. These may be referred to the Local Authority and could result in a **Fixed Penalty Notice** or other appropriate action.

Child's Full Name:.....

Date of Birth:.....Year Group:.....Class:.....

Address:.....

Period of Absence: From:.....To:.....(inclusive)

Total number of School days to be missed:.....

Reason for Requesting Absence: **For any request for leave of absence, please provide full details**

(Please explain the exceptional circumstances that require the leave of absence to take place during term time.) **Supporting evidence must be provided at the time the form is submitted.**

Parent/carer Name:.....Signed:.....

Relationship to child:.....Date:.....

<p>The school will consider these points before authorising leave:</p>	<ul style="list-style-type: none"> <li>• The child's previous attendance history</li> <li>• The child's stage of education and ability to catch up on missed schooling</li> <li>• The time of year (beginning of term and assessment periods)</li> <li>• The nature of the request</li> </ul>
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To be completed by the school office:

Date form handed in:.....Initials.....

Print attendance sheet-Date:.....Initials.....

Electronic evidence requested-Date:.....Initials.....

Letter finalised -Date:.....Initials.....

SIMS coding update -Date:.....Initials.....

Scanned and folder created-Date:.....Initials.....

Letter given to teacher – Date:.....Initials.....



# LEARNING COMMUNITY 2 'Working in Partnership'

## Learning Community 2 Leave of Absence Guidelines

The following guidelines have been adopted by all Learning Community 2 schools from May 2015.

### Why is it important to attend school?

If students are to achieve their potential, good attendance and punctuality are critical. The link between attendance and achievement is well documented. Figures from the DfE demonstrate this very clearly.

Attendance Level	Achievement
Students with 93.5% and above attendance	75% Achieve 5+ A*- C GCSE Grades
Students with 89% and below attendance	25% Achieve 5+ A*- C GCSE Grades

We want all our students to achieve the very best results that they can. Irregular attendance, can, however, have a significant impact on student achievement. Students with irregular attendance...

- Can lose friendships or become socially isolated
- Are less likely to feel part of the school
- Miss out on extracurricular opportunities
- Get behind with work or lose the thread of the topics being taught
- Often become de-motivated on return to school
- Can miss out on important careers and guidance inputs
- Are more likely to become involved in Anti Social Behaviour

### What is good attendance?

Parents/carers and students often become confused about what good attendance is. The school expectation for attendance is 95% and above. The following is a useful guide for parents:

100%	Outstanding
97% - 99%	Excellent
95% - 97%	Good
92% - 95%	Advise improvement
90% - 92%	Cause for concern
Below 90%	Serious cause for concern

It should be remembered that 90% attendance is equivalent to one day of absence every fortnight. Over an academic year this amounts to four weeks of absence.

### Leave of Absence in Term Time

- Amendments to the The Education (Pupil Registration) (England) Regulations 2006 make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child/student can be away from school if the leave is granted.
- Requests for leave of absence will only be considered where there are exceptional circumstances. **It is for the Headteacher and Governing Body of each school to decide what constitutes an exceptional circumstance.**
- Any request for leave of absence in term-time must be made in writing to the Headteacher.
- If a leave of absence request is not authorised and the absence is still taken, there is the possibility of being penalised. The Penalty Notice can be up to £60 for each parent/carer and for each child absent from school. If the parent/carer does not pay the Penalty Notice it may lead to a prosecution. Schools are not obliged to provide work for pupils during leave of absence taken in term time.

### Finally

All requests for leave of absence in term time are considered on an individual basis and are at the complete discretion of the Headteacher.

Updated May 2015