

Dear Parents and Carers

## LEAVE OF ABSENCE

Amendments to the **Education (Pupil Registration) (England) Regulations 2006** came into force on 1 September 2013. School Governors wish to stress that any request for holiday absence will be considered only in **exceptional circumstances**.

Why attendance matters:

- Less than 5 days absence = 98%+ attendance
- 14 days absence (approx.) = 93.5% attendance
- 20 days absence (approx.) = 90% attendance
- More than 30 days absence = 88% attendance

If a child achieves 80% attendance this means that they have missed approximately 40 days of education over the academic year, averaging 1 day per week. If a child's attendance equates to 80% over their time in secondary school they will miss more than a full year of education.

*"Evidence shows that children with poor attendance are unlikely to succeed academically and are more likely to be NEET (not in education, employment or training) when they leave school. There is a clear link between poor attendance at school and lower academic achievement".*

**Department for Education 2012)**

1. Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996). It is a parent's responsibility to ensure children arrive punctually.
2. If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
3. Any application for Leave of Absence must be made in advance by the parent(s) that the child normally resides with.
4. Parents can be issued with a Fixed **Penalty Notice or prosecuted** for unauthorised absence including holidays.

Any application for leave of absence must be made using the form overleaf which should be submitted not less than six weeks before a possible absence. A response will be sent to you within 14 days of receipt of your request. If your request is refused, but the child will still be absent from school, the absence will be recorded as unauthorised (please see 4 above).

Any unauthorised absence is damaging to your child's education; please consider this matter very carefully before making a request for absence during term time.

Yours sincerely



Mr A Perry  
Head Teacher

**APPLICATION FOR LEAVE OF ABSENCE FOR A STUDENT IN TERM TIME**

**Please note: There is no entitlement to take children on holiday during term time.**

**Please ensure that you are aware of the information overleaf before completing this form.**

I wish to apply for leave of absence from school to be granted to:

Name of Child ..... Form Group.....

Dates of proposed Absence: From ..... To.....

Reason for Proposed Absence – please provide reasons to support the application including evidence (*they can only be exceptional circumstances*)

.....  
.....  
.....

Total Days Requested .....

(For siblings) I have also applied to ..... school/academy for leave of absence for  
..... (insert child/children's name)

Signature of Parent/Carer ..... Date.....

Print Name .....

**For School use only**

Current Attendance %

Consistent with school policy/regulations: Y/N

Interview offered to parent/carer? Y/N

Reasons for decision .....

Authorised Y/N Signature..... Date.....