

LEAVE OF ABSENCE DURING TERM TIME

- The law states that you do not have the right to take your child out of school for holidays during term time. The Local Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time.
- There are certain times of the year when a child may experience problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term.
- If you take your child out of school the absence will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time then please complete the application form. This form should be returned to your child's school giving at least 4 weeks notice of intended absence.

Above 97%	<i>97%. Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their secondary education.</i>
95%	<i>95%. Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education</i>
90%	<i>90%. 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and literacy; it will be difficult for them to achieve their best.</i>
85%	<i>85%. 29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.</i>
80%	<i>80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work. Parents of pupils with this attendance could be issued with a Penalty Notice</i>

**CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME
UNAUTHORISED ABSENCE**

Pupil's Name Tutor Group/Class

Home Address

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My child to be absent from school during the following dates:

Date of Last day at School Date of Return to School

Total number of school days missed

Reasons for unauthorised absence from school:

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I understand that this is not agreed and will be classed as unauthorised.

Name of Parent/Carer making application

Signed

Date

**PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S
SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**