ENGLISH MARTYRS' CATHOLIC VOLUNTARY ACADEMY
APPLICATION FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Name of Children	Teacher/class
1.	
2.	
3.	

First day of absence from school

Last day of absence from school

Total number of school days missed

My child/children is/are finishing at lunchtime and will/will not require their lunch. (*Delete as appropriate*)

Please explain the exceptional circumstances that make it necessary for your child/children to be absent in term time:

……

……

I am making this application for my child/children named above, to have authorised absence from school for the reasons stated. I understand that if this is not agreed, then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or Summons for irregular school attendance.

☐ Tick to indicate that you have read the attendance policy and notes overleaf.

Name of Parents/Carer making the application (Block capitals) ……

Address……..

Relationship to child …….

Signed …….. Dated ……

Attach Doctors/Hospital/Dentist letter if for medical reasons.

PLEASE RETURN THIS FORM TO SCHOOL GIVING AT LEAST 12 SCHOOL DAYS NOTICE OF INTENDED ABSENCE

OFFICE USE ONLY

This request for leave of absence has been approved. Please send letter and mark the register accordingly.

This request for leave of absence has not been approved, please send letter and mark the register accordingly.

Signed ……Headteacher

Dated…….

office use	
Register updated	**Letter sent**

As parents, you have a legal responsibility to ensure your child attends school regularly. Holidays should only be taken during the school holiday period. As a rule, no requests for holidays will be granted.

Please note that the academy trust policy, in accordance with guidance from the Department for Education is that leave of absence requests may only be granted in **exceptional circumstances.**

The academy trust may agree a 'leave of absence' in exceptional circumstances such as:

- for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and

- When a family needs to spend time together to support each other during or after a crisis.

In accordance with guidance from the Department for Education, the headteacher can use discretion to grant leave, taking into account the impact on the student's learning, attendance, the time of year and the individual family circumstances. The headteacher will not, under any circumstances, authorise leave of absence of more than 10 days in one academic year. Applications for leave of absence can be referred to the academy trust Education Welfare Officer for scrutiny before any leave is granted by the headteacher.

Attached is an application form for you to request permission for your child to be granted leave of absence from school. Before completing the application form, please read these notes carefully:

- **The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time. Authorisation will only be granted in exceptional circumstances.**

- **You must apply for leave of absence at least 12 school days before the intended leave is due to commence. This must be in writing using the attached form. Permission will only be granted in exceptional circumstances. Please note the school year is from September to July.**

- **There are certain times of the year when a child may experience extra 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. In deciding whether to authorise your child's leave of absence, the school will take these and other factors into account.**

If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. A pattern of unauthorised absences may lead to a formal referral to the Education Welfare Services, Derbyshire County Council in respect of lack of attendance at school. Please be aware that this could result in the Local Authority taking legal action.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on a leave of absence during term time then please complete the application attached.

% Attendance	Impact on learning
Above 97%	Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best attainment they can, leading to the best possible start in their education.
95% -97%	Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their age related targets and will be well prepared for starting secondary education.
90% - 94%	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.
85% - 90%	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.
80% - 84%	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 level of attendance could be issued with a Penalty Notice.
As well as the impact on learning, low attendance can also impact on social skills, affecting friendship groups and peer relationships. Confidence is lowered as pupils return to school not knowing what has happened in the previous days.	