Dear Parent / Carer

|  |  |
| --- | --- |
| **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** |

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, taking into account factors such as the time of year and overall attendance pattern of the pupil.

Parents and carers are advised that a Fixed Penalty Notice (FPN) may be issued by the Local Authority when there are more than 5 days unauthorised absences in a term. For more detailed information please refer to The Local Authority’s Local Code of Conduct which can be found on the schools’ website.

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**HOLIDAY ABSENCE REQUEST**

Name of pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_

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

Total number of days required: \_\_\_\_\_\_\_\_

Reason for leave of absence during term time:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Parent / Carer)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **For School Use Only** | |  | *Absence authorised* | *YES ❑* | *NO ❑* |
| *Current attendance (%):* |  |  | *Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | |
| *Reason if NOT authorised:* |  |  | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | |