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| Application for Leave of Absence from School |

**THIS FORM MUST BE SUBMITTED TO THE HEADTEACHER**

**4 WEEKS IN ADVANCE OF THE REQUESTED DATES**

Due to amendments to the Education (Pupil Registration) (England) Regulation 2006, which came into place on 1st September 2013, leave of absence for holidays during term time may not be taken unless there are **exceptional circumstances**. It is not possible to produce a list of what is considered an exceptional circumstance. All requests are treated on an individual basis. Examples of circumstances that may **not** be considered exceptional are:

* Availability of cheap holidays and cheap travel arrangements
* Days overlapping with the beginning or end of term
* Birthday of student or family member
* **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 a Summons for irregular school attendance.**

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| Student Name: |  | Year: |  | Form: |  |
| Family Address: |  | | | | |

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| Dates of requested Leave of Absence: | From: |  | To: |  |

Reason for the Absence, including why this cannot take place outside of school time:

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***Holiday – if this is the only time during the year that a holiday can be taken due to work commitments a letter from your employer must be provided supporting this:***

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| Name of person submitting request: |  | |
| E-mail address: |  | |
| Signature: |  | Date: |

**190** School Days a Year - 175 Non-School Days a Year

**175** days to spend on family time, visits, holidays, shopping and appointments.

The following information shows how school attendance can affect your child's future progress.

**Above 97%:** less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best grades they can leading to better prospects for work, college or university. 95%: less than 10 days absence in a year: Pupils with this attendance are likely to achieve their target grades and have good opportunities for work, college and university.

**90%:** 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may drop an exam grade; it will be difficult for them to achieve their best.

**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 do their best.

**80%:** Pupils with this attendance are missing a year of school over the five years of secondary education, it will be almost impossible to keep up with work. Parents of pupils with this attendance could be issued with a Penalty Notice.

PUPILS ARE REGARDED AS PERSISTENT ABSENTEES WHEN ATTENCANCE IS BELOW 90%.

*“The law states that you do not have the right to take your child out of school for holidays during term time. If the school refuses your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance"*

**Derbyshire County Council Local Authority**

When making a decision to authorise an absence from school each application will be considered individually. The Local Education Authority works with schools to reduce time missed through holidays in term time. Please be aware that the school generally does not authorise absence to holidays and regularly issues Penalty Notices in these cases.

Having read this information, if you still wish to apply for leave of absence for your child to accompany you on holiday during term time then please complete the application and return it to the student reception giving at least 4 weeks’ notice. You will be informed of the school's decision whether the absence will be authorised or not in writing.