**Bleak Hill Primary School**

Application for Pupil Leave of Absence

As a parent/carer you have a responsibility to ensure that your child attends school for the maximum amount of time possible.

As a school we believe that children need to be in school for all sessions, so that they can make the most progress possible. The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which came into force on 1st September 2013 made clear that Head Teachers may not grant any leave of absence during term time unless ‘exceptional circumstances’ exist. In addition, a pupil’s attendance record will be considered before a decision is made*.* The Governors support this legislation and have indicated that they consider there to be very few circumstances which are truly exceptional. (See the school policy)

However, if you do wish to take your child out of school during term time, please complete the form below and return it to the school office. Please take note of the details on the reverse side of this application that you will receive if the decision has been made to decline your request.

ALL SECTIONS OF THIS FORM MUST BE COMPLETED AND SUBMITTED AT LEAST 14 DAYS BEFORE THE COMMENCEMENT DATE. Forms that are incomplete may be returned or left unprocessed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Child/Children’s Name | DOB Child/Children | | | |
| Class/Classes |  | | | |
| Leave of Absence Dates Requested | From | | | To |
| Total Number of Days Requested |  | | | |
| I would like the following exceptional circumstances to be taken into consideration (please supply evidence):  …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………… | | | | |
| Parent 1: Name | D.O.B. | | | |
| Parent Email |  | | | |
| Signed: | | Date: | | |
| Address | | Tel | | |
| Parent 2: Name | D.O.B. | | | |
| Parent Email |  | | | |
| Signed: | | Date: | | |
| Address | | Tel |  | |

|  |  |
| --- | --- |
| For Office Use Only: |  |
| Processed by |  |
| Entered on CPOMs | Entered on Arbor |
| Will a FPN need applying for if taken? | Yes/No |
| Head Teacher’s Decision:  Authorised leave granted due to exceptional circumstances □  Exceptional circumstance granted…………………………………………………………………………………………………  Leave not granted, therefore absence will be marked as unauthorised □  Declined due to ……………………………………………………………………………………………………………………………. | |
| Signed: | Date: |

Dear Parent/Carer

Please be aware that this school have adopted the use of Penalty Notices in line with The Education (Penalty Notices) (England) (Amendment) Regulations 2013, regarding the issuing of Penalty Notices for unauthorised absence from school.

With this in mind, you have recently applied for leave of absence during term-time for your child/children.

The Headteacher has considered your application and has decided not to authorise the absence on this occasion because there are no exceptional circumstances evident.

Please be advised: If you decide to take the leave of absence without authorisation from school and the unauthorised absence meets the LA Code of Conduct penalty notice criteria of **10 sessions** of absence within a **10 school week period**, a request will be made by the school for a Fixed Penalty Notice to be issued by the Local Authority.

For your information, outlined below is the Local Authority’s position and expectations in relation to a child’s overall level of attendance at school.

90% attendance = **Persistent Absentee (PA)** the current guidance issued by the Department for Education identifies pupils as persistent absentees if they miss 10% or more of their own possible sessions.

90% - 92% = **At Risk of becoming a Persistent Absentee (PA)** pupil. If your child’s attendance reaches this level, you will have been made aware of this fact. You may have received home visits or letters from the school regarding this low level of attendance.

92% - 94% **= Needs Improvement** If your child’s attendance reaches this level you need to engage with the school to introduce strategies to improve your child’s attendance and to prevent further absences

94% - 95% = **Satisfactory**

95% and above = **Good Attendance.** It isexpected that most children should reach this level of attendance.