



**Application for Authorised Absence of a Pupil during Term Time**

The Government is using school and pupil information to identify absenteeism from school. Children who are persistently absent are identified to the school by the Local Authority.

Please read the information in this letter **very carefully**, before you make your application.

FACTS	<ul style="list-style-type: none"> <li>• <b>90% attendance</b> means <b>your child</b> has <b>missed 4 weeks in a school year</b>.</li> <li>• If taken out of school, your child will miss something vital in their learning that may not be taught again.</li> <li>• Children with <b>less than 90%</b> attendance <b>perform significantly less well</b> in maths at the end of Y6.</li> <li>• Children with <b>less than 85%</b> attendance at school are <b>statistically less likely to gain 5 A-C GCSEs</b> or any qualifications at secondary school.</li> <li>• We are no longer allowed to authorise absence in term time, unless in 'exceptional circumstances'.</li> <li>• Unauthorised absences can lead to parents being <b>fined £60 per parent per child</b> by the Local Authority.</li> <li>• <b>Regulations from the government state that it is up to the Headteacher to decide if a request is exceptional or not and that their decision is final.</b></li> </ul>
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✓	<b>Absence that <i>may be</i> authorised</b>
	<ul style="list-style-type: none"> <li>• Illness - if reported and appropriate</li> <li>• Medical appointments - if they <i>cannot</i> be made outside of school time</li> <li>• Immediate family events – relating to parents, grandparents and siblings</li> <li>• Annual holiday if it can be classed as in exceptional circumstances</li> </ul>

X	<b>Absence that would be classed as <i>unauthorised</i> which may result in you being fined by the Local Authority</b>
	<ul style="list-style-type: none"> <li>• Unreported illness</li> <li>• Unauthorised holidays</li> <li>• Persistent absence of any kind</li> <li>• Long weekend breaks</li> <li>• Holidays taken because they are cheaper, easier to travel to, better weather</li> <li>• Day trips to events, e.g. Great Yorkshire Show, Birthdays taken off for a day out</li> </ul>

X	<b>Persistent Absence</b>
	<ul style="list-style-type: none"> <li>• This is when any pupil has <b>15% or more of a given period of their time away from school</b></li> <li>• It includes unauthorised <b>and</b> authorised absence, or regular absence patterns.</li> <li>• It can result in a fine levied by the Local Authority.</li> <li>• This data is monitored by the School, Local Authority, DfE &amp; Ofsted.</li> </ul>

**THIS FORM IS NOT FOR MEDICAL / DENTAL APPOINTMENTS**

Please read this form in its entirety. One form must be completed for each child.

**Applications for leave in the first two weeks of the Autumn term will not be authorised.**

**Applications for leave in April and May will not be authorised for Year Two children.**

**Applications for leave in April, May and June will not be authorised for Year Six children.**

Name of child:

Class:

First day of requested period of absence:

Last day of requested period of absence:

Total number of days requested:

*If the request is for family holiday then this must be **EXCEPTIONAL** and the circumstances explained below.*

I wish to remove my child from school for leave of absence during term-time because:

(This section **must** be completed, or the request for absence will be **automatically rejected**)

I understand and accept that:

- This absence will affect **my child's** learning
- **My child** will miss something vital in their learning that may not be taught again
- I may **be fined** by the Local Authority

Signature of parent/carer .....

Date .....

**Please hand in this form to the school office at least two weeks before the start date of the request.**

***This section is for school use only***

*I authorise / do not authorise the above leave of absence application.*

Signature of Head Teacher \_\_\_\_\_

Date \_\_\_\_\_

Copy for: Parent, Attendance File