

HOLY FAMILY

Catholic Primary School

South Gloucestershire Education Committee



Acting Headteacher:
Mr W. Harding

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APPLICATION FOR A LEAVE OF ABSENCE

This form must be completed at least six weeks prior to the period of absence

I request that: _____ (name of child)

in class: _____

be granted leave of absence from Holy Family Catholic Primary School.

First day of leave from school: _____

Date returning to school: _____

Number of school days that will be missed: _____

Reason: _____

Service family? YES/NO (please delete as applicable)

I understand that the school does have the power to make a referral for the local authority to issue a penalty notice if a parent/carers takes a pupil out of school during term time for more than 10 sessions in a 7-week period, and that absence is unauthorised.

_____ (signature of parent/carers)

_____ (date)

_____ W Harding, Acting Headteacher

_____ (date)

_____ days authorised _____ days unauthorised

If the leave of absence is unauthorised, there could be an automatic referral and a penalty notice could be issued. South Gloucestershire Council can give **each** parent a fine of £60, which rises to £120 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school.

APPLICATION FOR A LEAVE OF ABSENCE FOR ANNUAL HOLIDAY

Holidays in Term Time

PLEASE NOTE: the school is unable to authorise holidays in term time except in EXCEPTIONAL circumstances

Thank you for requesting a "Leave of Absence" form. Please return the completed form attached with this letter to school at least six weeks prior to your intended holiday.

When considering family holidays in term time, I would ask you to consider the following:

1. Try not to book any holidays during term time but particularly if your child is preparing for, or taking internal or external tests;
2. Taking leave during the first half of the Autumn term (September to October) is particularly disruptive for a child settling in with a new teacher;
3. The effect the absence may have on your child's academic development;
4. Family holidays should be taken during the 13 weeks of school holidays.

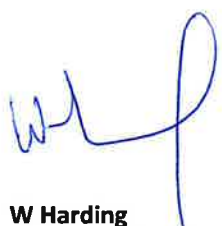
When a child is absent from school, he or she not only misses the teaching provided on the days of absence, but is also less prepared for future lessons when returning to school.

There is a risk of underachievement.

175 NON-SCHOOL DAYS A YEAR = 175 days to spend on holidays, visits, shopping, household jobs and other appointments					
Zero days of absence	10 days of absence	19 days of absence	29 days of absence = half a term missed	38 days of absence	47 days of absence
190 school days in a year	180 days of school	171 days of school	161 days of school	152 days of school	143 days of school
100%	96%	90%	85%	80%	70%
GOOD Best chance of success		CONCERNING Less chance of success. Harder to make progress		SERIOUS CONCERNS Unfair on your child. Possible court action.	

Attendance during our school year	Equivalent weeks missed	Equivalent days missed	Equivalent sessions missed	Equivalent lessons missed
95%	2 weeks	9 days	18 sessions	50 lessons
90%	4 weeks	19 days	38 sessions	100 lessons
85%	6 weeks	29 days	58 sessions	150 lessons
80%	8 weeks	38 days	76 sessions	200 lessons
75%	10 weeks	48 days	96 sessions	250 lessons
70%	11.5 weeks	57 days	114 sessions	290 lessons
65%	13.5 weeks	67 days	134 sessions	340 lessons

If you still decide to take holiday in term time, I would also ask that, on your return from holiday, your child returns to school promptly.



W Harding
Acting Headteacher