

# Lordshill and Redbridge Clusters:

# Application for leave of absence from school

**Good attendance is linked to higher achievement. Poor attendance can be a cause of underachievement.** As parents, you have a **legal responsibility** to ensure your child’s attendance at school. There is **no entitlement** to leave of absence in term time for holidays and so holidays should be taken **during the school holiday period**.

In line with government policy, our schools **do not authorise** leave of absence for family holidays during term time. If you take your child out of school for a holiday, you risk the local authority issuing a penalty notice or pursuing a prosecution. **Please fill in this form if you are planning to take leave of absence for any reason during the school term.**

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| **Name of child:** | | | | | | | | | | **Class:** | | | | | |
| I am applying for leave of absence for my child from: to: | | | | | | | | | | | | | | | |
| for the purposes of: | | | | | | | | | | | | | | | |
| Number of school days missed: | | | | | | |  | | | | | | | | |
| This leave **cannot** be taken during the school holidays because: | | | | | | | | | | | | | | | |
| Please provide evidence for the reasons stated. In line with government policy, the cost of holidays and the availability of parental leave are not factors which schools take into account. | | | | | | | | | | | | | | | |
| Has your child had leave of absence for a family holiday in the last 12 months? YES / NO | | | | | | | | | | | | | | | |
| If YES, please give dates and details: | | | | | | | | | | | | | | | |
| Siblings also needing leave of absence: | | | |  | | | | | | | | |  | | |
| Schools they attend: | | | |  | | | | | | | | |  | | |
| Signed: | (Parent/Carer) | | Date: | | | | | | Contact Number: | | | | | | |
| This absence will be recorded as | |  | | | day(s) authorised and | | | | | | |  | | day(s) unauthorised. | |
| We will check and record your child’s attendance for the 12 months preceding the final day of the absence: | | | | | | | | Date: | | | | | | Check: | % |
| If your child’s attendance over the 12 months preceding the final day of this absence is less than the school’s target of **96.55**/federation average of **96% or** the absence is for 5 days or more **or** any of the conditions overleaf apply, the local authority may issue a penalty notice or pursue a prosecution. | | | | | | | | | | | | | | | |
| Explanatory notes | | | | | | | | | | | | | | | |
| Signed: | | | | | | (Headteacher) | | | | | Date: | | | | |

**5 days of absence…**

**Good attendance is linked to higher achievement. Poor attendance can be a cause of underachievement.** If your child has five days of absence during the year for a family holiday **and takes no other time off** for illness or other reasons, their maximum possible attendance over the school year will be **97.4%.**

**Important Information about Attendance, Penalty Notices and Prosecution**

**The first few weeks of the school year** are very important for learning routines, establishing relationships and expectations and building friendships. Because of this, the local authority may issue a penalty notice or pursue a prosecution if you take leave of absence for a family holiday **in the month of September**.

**End of Key Stage 1 Assessments and tests (Year 2) and Phonics Test (Year 1/2) and End of Key Stage 2 Tests**

The local authority may issue a penalty notice or pursue a prosecution if you take leave of absence for a family holiday involving a child in **Years 1 or 2** during part of the summer term (**22 April - 22 June 2019**)or involving a child in **Year 6** between February half term and the End of Key Stage 2 Tests (**25 February – 18 May 2019**).

**Any Student who attends Redbridge Community School**

No leave of absence will be authorised for any student in any year group for the purposes of a family holiday. If you take leave of absence for a family holiday of five days or more, this will result in a fixed penalty notice, or the local authority may pursue a prosecution.

**Siblings with attendance causing concern**

Each school checks the attendance of siblings with our partner schools. Where absence patterns coincide, or holidays are taken at the same time, schools will work together to agree any action to be taken (eg. penalty notice or prosecution).

**Easter Break 2019**

The Easter Break in 2019 is **Monday 8 April – Easter Monday 22 April 2019 inclusive**. The Easter Weekend is **at the end** of the two week school break. Summer term starts on Tuesday 23 April 2019.

**Schools have a** **legal duty to safeguard children**. If we are informed or made aware that a pupil is on holiday, where no request to the school has been made in advance, we will aim to establish the whereabouts of the pupil through parental contact and home visits.

**Persistent Absentees, Penalty Notices and Prosecutions**

Children whose attendance **falls below 90%** are classed as **persistent absentees** by the government.

**Persistent lateness, or five days or more of unauthorised absence**

* **forming all or part of a family holiday, or**
* **made up of odd days off over an 8 week period (excluding school holidays)**

…is likely to result in the issue of a **Penalty Notice** to each parent, for each child. In certain cases, the Local Authority may decide to pursue a prosecution.

**Please ask in school if you are unsure about any particular dates and remember to notify us of intended leave of absence before you make a holiday booking.**