

# Request for leave of absence from St Catherine's Primary school



"Live, Love and learn together"

I request leave of absence for the child/children named below from **St Catherine's Primary School** during the suggested dates below;

Name of child/children: \_\_\_\_\_ (please add class) .

Absence requested from: \_\_\_\_\_ until: \_\_\_\_\_

Reason for request:

Signed: \_\_\_\_\_ (parent/Guardian or carer) dated: \_\_\_\_\_

### Please Note:

The guidance from the Department of Education regarding attendance is that the **Headteacher may NOT** grant any leave of absence during term time for family *holidays* unless there are exceptional circumstances.

Any families choosing to take holidays in term time may face a penalty notice issued by Dorset Council (£60 per parent and this may increase if not paid in time and for any subsequent holidays) if attendance is deemed to be below expected National levels or there is accumulative regular non-attendance. In Primary schools the national expectation is **95% attendance rate**.

If a child attends for less than 95% this is equivalent to missing one day a fortnight of school which in turn equates to four weeks in a year.

The Bridport Cluster of schools work together to ensure all families are aware of the attendance of their children. Any families falling below expected levels will be informed and given the opportunity to improve before being invited to an attendance panel where penalties may be issued by a county representative.

Your request has been approved due to exceptional circumstances Yes/No

Signed: \_\_\_\_\_ (Headteacher on behalf of governing body) Date: \_\_\_\_\_

This form will be completed by the headteacher and copied for school records and for the parent to keep for future reference.

## Information for parents: Local schools statement regarding attendance

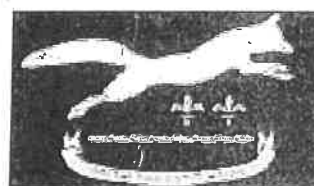
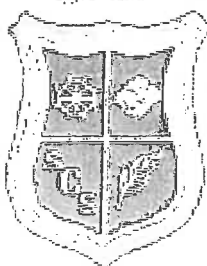
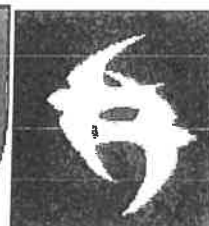
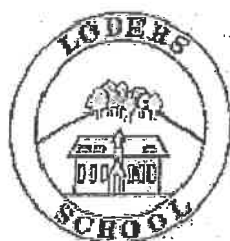
### We are working together for the good of all young people in our community

It is essential that children and young people form good habits of regular attendance at school from an early age and that good attendance is maintained throughout their school career. The schools in the Bridport community are committed to working together to ensure that there is a consistent approach to school attendance. It is a legal requirement that all children should attend their educational provision and it is the responsibility of the family to ensure that their children attend school.

Schools within the Bridport Community have agreed the following:

- No Leave of Absence will be granted during term time, except in exceptional circumstances (this is in line with DFE guidance September 2013 and is supported by Dorset County Council). This includes making a request for a holiday. An accumulation of unauthorised absences may lead to further action.
- The schools will collectively monitor the attendance of pupils and work closely together with the Local Authority Attendance Team to support children and young people whose attendance levels are causing concern.
- Whilst we understand that children do become ill on occasion, children who lose a lot of time at school can suffer in the long term from significant gaps in their learning. Schools have the right to request evidence of illness and will do so if a child builds up considerable absence through illness over a period of time. If a child's health continues to affect their education schools are obliged to make a referral to the School Medical Officer to ensure that all that can be done, is being done.
- If your child is ill it is the responsibility of the family to ensure that they inform the school. All of our schools operate a 'First Day Call' system, which means that they will contact you and ask why your child is not in school and when they are expected to return.
- It is important that pupils are on time. Good punctuality is not only important in obtaining maximum benefit from education; it is also a key skill for adult life. Lateness is also monitored by schools and may impact on the absence statistics for you child.
- Because we recognise the importance of education and value good attendance, all schools in our community celebrate good attendance.

**Children only get one chance at school; your child's chances of a successful future may be affected by not attending school regularly.**



**This information was produced in collaboration with the schools in our local community. Please contact your child's school if you require any more information.**