



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.**

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:			
<small>In line with government policy, the cost of holidays and the availability of parental leave are not factors which schools take into account.</small>			
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 latest attendance rate of 96.87% 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 (**24 April - 23 June 2017**) or involving a child in **Year 6** between February half term and the End of Key Stage 2 Tests (**27 February – 11 May 2017**).

Any Student who attends Oasis Academy Lordshill

No leave of absence will be authorised for any student in any year group. If you take leave of absence for a family holiday of five days or more, you will receive a penalty notice, or the local authority may pursue a prosecution. If you think exceptional circumstances may apply, please organise a meeting with the Attendance Team. Students' attendance at the Year 11 prom is linked to good attendance

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 2017

The Easter Break in 2017 is **Saturday 10 April – Sunday 23 April 2017 inclusive**. The Easter Weekend is **in the middle** of the two week school break.

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.



The Department for Education requires schools to log **all** absences as authorised or unauthorised. Absences form part of a historical record for your child and are shown each year on their Annual Report. Schools are also required to publish annually statistics on authorised and unauthorised absences. The school, local authority and the DfE are registered with the Information Commissioner for the processing of this data.