



Application for leave of absence from school

As parents, you have a **legal responsibility** to ensure your child's attendance at school. Holidays should be taken **during the school holiday period**.

Please fill in this form if you want to **ask the Headteacher** of your child's school to authorise a leave of absence **during term time**.

You must ask **well in advance** and you are strongly advised to request leave of absence **before** you confirm any holiday arrangements. **Under no circumstances** will absences for family holidays in term time be authorised after they have happened. Unauthorised absence and persistent lateness may result in the issue of a Penalty Notice to each parent, for each child absent – **please see the note on the reverse of this form**.

The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and then may authorise up to **five** days of absence. The Headteacher will notify you of the decision within five days.

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:			
Has your child already had leave for a holiday in this school year?		YES / NO	
If YES, please give dates and details:			
I also have children at...			
Signed:		(Parent/Carer)	Date:

Child's attendance level over the last 12 months:		
Our overall school target for attendance this year is		95 %
Having considered your request carefully, my decision is that leave of absence is:		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Explanatory notes:		
Signed:		(Headteacher) Date:

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.



Oasis academy
:lord's hill



5 days of absence...

If your child has five days of authorised absence during the year for a family holiday **and takes no other time off** for illness or other reasons, their attendance over the school year will be **95%**.

Important Dates

The first few weeks of the school year are very important for learning routines, establishing relationships and expectations and building friendships. Because of this, we will not authorise leave of absence for a family holiday **in the month of September**.

End of Key Stage 1 Assessments

We strongly advise that you do not apply for leave of absence for a family holiday involving a child in **Year 2** during part of the summer term (**16 April – 29 June 2012**)

End of Key Stage 2 Tests

We will not authorise leave of absence for a family holiday involving a child in **Year 6** between February half term and the End of Key Stage 2 Tests (**20 February – 18 May 2012**).

(The dates for the End of Key Stage Tests are provisional: 14 – 18 May 2012. The Department for Education may change them.)

Year 7 Progress Tests

We strongly advise that you do not apply for leave of absence for a family holiday involving a child in **Year 7** between February half term and the Year 7 Progress Tests (**20 February – 18 May 2012**).

Students in Years 9, 10 and 11

We will not authorise leave of absence for a family holiday involving any student in **Years 9, 10 and 11** due to the modular nature of coursework and examinations. Please **do not** book holidays which involve **Year 9, 10 and 11** students.

Siblings with attendance causing concern

Each school checks the attendance of siblings with our partner schools and if one member of the family has attendance causing concern, any request for a family holiday will not be authorised.

Easter Break 2012

The Easter Break in 2012 is **Monday 2 – Friday 13 April**. The Easter Weekend is **in the middle** of the two week school break.

Penalty Notices

Unauthorised absence and persistent lateness may result in the issue of a **Penalty Notice** to each parent, for each child. **Five days of unauthorised absence forming all or part of a family holiday** will automatically result in the issue of a **Penalty Notice** to each parent, for each child.

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

