

The Consortium Multi-Academy Trust

Chair of the Members and Board of Trustees: Dawn Carman-Jones

Principal/CEO: Andrew Aalders-Dunthorne

Email: principal@consortiumacademy.org

REQUEST FOR ABSENCE OF SCHOOL CHILD

The Education (Pupil Registration) Regulations 1995 provide for leave of absence to be granted to a pupil during term time. This form, requesting Leave of Absence should be completed by the parent and forwarded, before the period of absence, to the Academy Head.

To be completed by Parent/Guardian

To: Academy Head

I, being the Parent/ Guardian of the child detailed below, request that you consider allowing my child to be absent from school in order to attend an exam or for personal/other reasons (please delete as appropriate and attach any supporting evidence)

I understand your decision will be taken after considering

- a) the impact the absence will have on his/her education
- b) the child's previous attendance record

Name of child.....

Requested period of absence: From.....to.....

Signature of parent/guardian.....

To be completed by Class Teacher

Do you have concerns about the number of absences this year and/or any holidays already taken?
Yes/No

Do you have concerns that this holiday will impact on their education? Yes/No

Do you have any other concerns about the pupil having time off? Yes/No

Percentage Attendance?

To be completed by the Academy Head

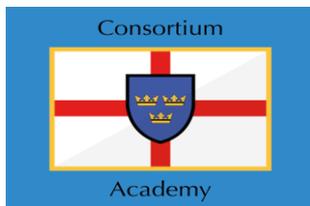
To: Parent/ Guardian of

Leave of absence has / has not been granted for your child as requested.

Signed.....Academy Head

Academy Head/Class teacher's comments:

Where together excellence and pupils thrive.



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Guidance for pupil leave in EXCEPTIONAL CIRCUMSTANCES.

As parents were advised before the summer holiday the Department for Education have issued new regulations on pupil absence during term time.

The Statutory Instrument 2013 No 756 has made changes to use of the word “holiday” within the **Education (Pupil Regulation) (England) Regulations 2006** effective from 1st September 2013. Holiday is to be omitted from Regulation 7 and has been replaced with ‘pupil leave in exceptional circumstances.’

The following are **NOT** considered ‘exceptional’:

- * Cost of the holiday is less in term time;
- * Prolonged holiday;
- * Absent parent taking a child on holiday in term time;
- * Absences during public exams and SATS test.

Leave of absence may at the discretion of the headteacher be granted in the following circumstances:

- *The employer dictates the annual leave allowed, a letter from the employer will be required;
- * Parents in the armed forces returning from overseas;
- * Wedding of immediate family member (max 3 days);
- * Parents in the public/emergency services where rostering requires it, evidence will be required;
- * Some cultural and religious aspects.

Please discuss any issues you have well in advance.

Pupils and their parents should be aware that:

- A 90% attendance rate means a pupil is missing one half day of lessons every week.
- If that pupil has a 90% attendance rate through KS1 & 2 they will have missed one half of a school year in that time!
- A pupil with an 80% attendance rate over 5 years misses one complete year of school
- In attendance terms that would mean the pupil has missed 40 days of education in a school year, just over 1 day per week.
- Therefore if pupil's attendance remains at 80% from year 1 to year 11 they will miss more than 2 full years of education.

Statistics show that as pupils move to secondary school:

- 94% attendance = Very good chance of 5 A* - C Grades.
- 93% attendance = Good chance of 5 A* - C Grades.
- 92% attendance = Fair chance of 5 A* - C Grades.
- 90% attendance = Less than 50% chance of 5 A* - C Grades.
- 88% attendance = Less than 35% chance of 5 A* - C Grades.

YOUR attendance at school is really important.

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