



Application for leave of absence

Please read the guidelines overleaf before completing **all** questions below **and** the explanatory reason.

Name of child..... Class.....

Absence from..... to (Inclusive)

Total school days requested off.....**days**. My child's current percentage of attendance is%

Previous term time absences already taken this academic year including illness and appointments.....days.

I/we have read and understood the information on both sides of this form and would like to formally request absence under the criteria of 'exceptional circumstances'

Signed..... Date.....

Please be aware that this form will be returned if a detailed explanatory reason is not given as to why the absence is exceptional and must be in term time.

Please remember absences will not be authorised in any circumstances if a child's attendance is less than 97%. Please also read the additional criteria overleaf.

Explanatory Reason

COLLEGE USE ONLY: APPLICATION FOR ABSENCE FROM AVONWOOD PRIMARY SCHOOL

Your recent request has been authorised / not authorised for the above dates.

Penalty Notice Raised: Yes / No

Signed Attendance Officer: Date..... Suggested Code : ☐

Signed Headteacher: Date..... Agreed Code: ☐

Headteacher: Chris Jackson

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Dear Parent

ABSENCE REQUEST IN TERM TIME – LEGISLATION

Please read through our information and guideline/legislation before completing the application form overleaf. Guidelines are obtained directly from the Department of Education.

Parents do not have an absolute right to remove their children from school during term time. Under legislation, Avonwood Primary School will refuse permission for you to take your child out of school during term time unless there are 'exceptional circumstances'. Cheaper holidays, birthday treats, better weather, family weddings (unless of parent), sporting events, extended weekend breaks, family get together, newspaper holiday promotions are some of the situations that are not covered under 'exceptional circumstances'. These are just a few of the more common requests but there are many others we will not be able to agree to.

Each request for absence is of course considered individually. If the request is considered to be 'exceptional' we will take the following into account when considering the request. The age of the child, the time of the academic year, the proposed trip and its nature or purpose, the child's ability to catch up on work missed and their educational needs, the overall attendance of the child historically and currently, their current levels of progress and the length of the absence requested.

A child missing 2 weeks of education to go on holiday will miss approximately 55 hours of learning. Some children never manage to catch up, this will have an adverse effect on their academic progress. Attendance and attainment are proven to be directly linked.

Holiday requests will not be authorised for any child whose attendance is less than 97% regardless of circumstances. Please see P N section below.

If Avonwood Primary does not agree to the request and the child is absent during the request period, the absence will be class as unauthorised. The Headteacher may ask the Education Social Worker, (ESW) to issue a Penalty Notice which carries a fine.

***PENALTY NOTICE [PN]:** If Avonwood Primary School refuse the request due to any of the reasons above and the decision is taken by the parent to still take their child away, the Headteacher may request that the ESW proceeds with a PN under Section 444(1) of the Education Act 1996. This will result in each parent that resides with the child being fined £60, payable in 28 days or £120 within 42 days. Failure to pay would then lead to a criminal prosecution.*

Please complete and return to Reception for the attention of the Headteacher. Once completed by Avonwood Primary School your form will be returned through the post to you. Please contact the Headteacher's PA to arrange an appointment or the Educational Social Worker if you are unclear on any of the above points or would like to discuss further.