

Application for leave of absence during term time

The guidelines regarding holidays in term time, as set by the Department for Education, state that we shall be able to authorise holidays in term time **only if there are exceptional circumstances**. All other holidays will have to be marked as unauthorised holidays.

The Department for Education states that absence for holidays in term time due to the following reasons will not be authorised:

- availability of cheap holidays
- availability of desired accommodation
- poor weather experienced in the school holiday period
- overlap with beginning or end of term
- holidays booked before checking with the school
- day trips

Parents/carers will still be required to complete a [Leave of Absence Form](#), which can also be obtained from our school office four weeks in advance of the holiday and if there are exceptional reasons why the holiday needs to be taken during term time we may be able to authorise the leave. If we are unable to authorise the holiday you may choose to continue with your plans but this absence will be marked as unauthorised and there is a possibility that if your child's attendance is unsatisfactory the Local Authority may take action against you for failure to ensure regular attendance.

We understand that this may cause difficulties for some families, but the link between good attendance rates and high achievement levels is clear and the Department for Education is keen to ensure that all young people maximise their chances of success by attending school whenever possible.

97% and Above	Above 97%. Excellent Attendance . Less than 6 days absence a year: Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their secondary education.
95% - 96%	96%. Below Average . Approximately 8 days absence in a year: This means half a year of school is lost over the course of a child's school career. Pupils with this attendance are below the national average and are less likely to achieve their target grades and less likely to be prepared for starting secondary education.
90%	90%. Too Low! 53 days absence over the year: Pupils with this attendance are missing a month of school per year and are likely to fall behind in Maths and English; it will be very difficult for them to achieve their best. It means that a child will miss a whole year of school if this rate continues across their whole school career. Parents of pupils with this level of attendance could be issued with a Penalty Notice.
85% or less	85%. Serious Problem . 63 days absence in a year: These pupils are missing 6 weeks of school a year. It will be almost impossible for them to keep up with their group and achieve their best. Parents of pupils with this level of attendance will normally be issued with a Penalty Notice.