

Leave of absence requests

When applying for leave of absence the following should be noted:

- A Leave of Absence form must be completed at least three weeks before the date requested. (Forms available from reception or school website)
- Flights/holidays must not be booked/confirmed prior to authorisation being granted:
- The completed application form must be returned to school reception for the attention of the Education Welfare Officer; the outcome of the application will be informed in writing.
- Any leave taken without a request being made will be recorded as unauthorised.
- If unauthorised leave is taken parents will be issued with a Penalty Notice Warning Letter. This may result in a subsequent fine of £60 (min) per parent for each child. If you would like more information about Penalty Notices, leaflets are available from the school reception.

We can not authorise holidays during term time, unless there are exceptional circumstances.

The Education Welfare Officer on behalf of the Head Teacher will consider these requests on an individual basis taking into account the student's attendance record and the circumstances surrounding the request; please do not be offended by a refusal as the school must adhere to the changes to the regulations concerning attendance.

190 School days – 190 days for Education
175 Non-school days – 175 days for holidays, shopping and appointments

October half term -1 week
Christmas Holiday - 2 weeks
February half term - 1 week
Easter Holiday, April - 2 weeks
May half term - 1 week
Summer holiday - 6 weeks

REMEMBER!

If your child has a holiday of 2 weeks during term time and a 1 week period of sickness in one school year they will miss out on **75 hours** of their education..... can they still keep up with other children?

If this pattern is repeated throughout their school life they will miss 36 weeks of education.

One school year is 38 weeks!