**LEAVE OF ABSENCE REQUEST FORM**

**Please refer to the full attendance policy and information on the school website *before* completing this form.**

**This form should be completed a minimum of 4 weeks before the required date and should include details of any other siblings and where they attend school.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s Name:** |  | **DoB:** |  |
| **Class:** |   | **Year:** |  |
| **Main Parent(s)/Carer(s)** |
| **Surname:** |  | **First Name:** |  |
| **Surname:** |  | **First Name:** |  |
| **Address and Postcode:** |  |
| **First written language if not English:** |  |  |
| **Telephone contact No’s:** |  |
| **Siblings / Siblings School (if different)** |  |  |
| **Siblings / Siblings School (if different):** |  |  |
| **Parent/Carer 2 (Please complete if parents live separately)** |
| **Surname:** |  | **First Name:** |  |
| **Address and Postcode:** |  |
| **Telephone contact Nos:** |  |

|  |  |
| --- | --- |
| **Start date of absence:** |  |
| **Last date of absence:** |  |
| **Exceptional circumstance resulting in this request for absence, WITH EVIDENCE:**  |  |

I/We have read the full Attendance Policy for Nene Valley Primary School and understand that a penalty notice may be issued if this request is denied and my/our child is absent during this period. I/we understand that a fine will be payable **per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.**

**(All parents/carers to sign where appropriate)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signed:**  |  | **Full Name:**  |  | **Date:** |  |
| **Signed:**  |  | **Full Name:** |  | **Date:** |  |

**Office use only:**

|  |  |
| --- | --- |
| **Total number of days requested:** |  |
| **Leave of absence AGREED / DECLINED for the following reason/s:** |
|  |
| **Date of decision letter sent to each parent/carer:** |  |
| **Headteacher:** |  |
| **Signed:** |  | **Date:**  |  |

Date form received into office ……………………………………………………………………………….

Number of days leave granted this school year …………………………………………………………...

Number of days leave granted last school year …………………………………………………………...

Attendance (%) Current School Year ……………………….. Last School Year ……………................

**School Attendance Administrator use only:**

Child’s attendance 93% or over Yes No

Form received **at least 4 weeks** in advance of leave Yes No

SATs Year Yes No

Leave coincides with start/end of term or half term Yes No

Attendance issues causing concern Yes No

Request deemed as exceptional circumstances Yes No

Detail of attendance concern, dates (**if in this school year**) and measures implemented:

…delete accordingly reason(s)sed" Approved ...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**GUIDANCE ON ATTENDANCE.**

|  |  |
| --- | --- |
| 365 DAYS IN EACH YEAR | 190 SCHOOLDAYS IN EACH YEAR190 days for learning in school. |
| ***10 DAYS OF ABSENCE***180 DAYS OF EDUCATION |
| ***14 DAYS OF ABSENCE***176 DAYS OF EDUCATION |  |
| ***19 DAYS OF ABSENCE***171 DAYS OF EDUCATION |  |
| ***38 DAYS OF ABSENCE***152 DAYS OF EDUCATION |  |
| ***47 DAYS OF ABSENCE***143 DAYS OF EDUCATION |
| **100%** | **95%** | **93%** | **90%** | **80%** | **75%** |
| **GOOD**Best chance of success. You get off to a flying start. | **SATISFACTORY**Close to the national average. Reasonable chance of success. | **WORRYING**Less chance of success. Harder to make progress. Parent notified by standard letter. | **VERY WORRYING**Attendance monitored by attendance officer. <90% and the child is listed as a **persistent absentee**. | **SERIOUS CONCERN**Possible court action by the Local Authority. All absences must be reported to the school and medical evidence may be required before authorisation. |
| 175 NON-SCHOOL DAYS A YEAR175 DAYS TO SPEND ON FAMILY TIME, VISITS, HOLIDAYS, SHOPPING AND APPOINTMENTS. |