

Application for Leave of Absence for a Pupil during Term Time

The Government is using school and pupil information to identify absenteeism from school. Children are being identified to their school by the Education Officers and Department for Children, Schools and Families. Due to Government directive From September 2013 no Holidays will be authorised except in exceptional circumstances.

Please read the information in this letter **very carefully**, before you make your application.

FACTS	<ul style="list-style-type: none"> • 90% attendance means your child has missed 4 weeks in a school year. Over a Key Stage, this adds up to half a school year! • Your child will miss something vital in their learning that may not be taught again • Children with less than 85% attendance at school are unlikely to gain 5 A-C GCSEs or any qualifications • Colleges, universities and employers will request information about students' attendance and take this information into consideration when making offers • York High School and other schools in the area no longer authorise any holidays in school time for any reason
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?	Request for Authorised Absence
	<ul style="list-style-type: none"> • Does your child really need to miss school? • Are you prepared to risk your child's education?

✓	Absence that <i>may be</i> Authorised
	<ul style="list-style-type: none"> • Illness - if reported and appropriate • Medical appointments - if they cannot be made outside of school time. Appointment cards will be required as evidence • Immediate family events - parents, grandparents and siblings • Annual holiday in exceptional circumstances – (if it meets the strict rules imposed and monitored by the Government)

X	Unauthorised Absence which may result in you being fined by the Local Authority
	<ul style="list-style-type: none"> • Unreported or inappropriate illness • Unauthorised holidays • Persistent absence of any kind or if the child is on track to be a persistent absentee. • Long weekend breaks • Any other reason

X	Persistent Absence
	<ul style="list-style-type: none"> • This is when any pupil has up to 15% of a given period of their time away from school • It includes unauthorised and authorised absence, or regular absence patterns. • It can result in a fine levied by the Local Authority. • The Local Authority & DCSF informs the school of identified children.

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Y R C O A R C O N C O R D I N A T I O N A L A B S E N C E R E C O R D	Please read this letter in its entirety
	Name of child:
	Tutor group:
	Requested period of absence begins:
	Requested period of absence ends:
	Number of days requested:
	I wish to remove my child from school for leave of absence during term-time because:
I understand and accept that: (please tick each statement)	
<ul style="list-style-type: none"> • This absence will affect my child's learning <input type="checkbox"/> • My child will miss something vital in their learning that may not be taught again <input type="checkbox"/> • I may be fined by the Local Authority <input type="checkbox"/> 	
Signature of parent/carer	
Date	
Official use only	
I authorise / Do not authorise the above leave of absence application.	
Signature of Head Teacher _____	
Date _____	
Attendance checked <input type="checkbox"/> Attendance coded <input type="checkbox"/>	
Copy for: File, Tutor, YL, Attendance Office	

Please complete, detach and return form to Attendance office.