

Beauchamps High School

Application for Leave of Absence from School during term time

Leave of absence may only be granted by a person authorised to do so by the school. Agreement to each request is at the discretion of the Head Teacher, acting on behalf of the governing body (Pupil Registration Regulations 2006). Taking your child out of school during term time could be detrimental to the educational progress (See attached Appendix). **THERE IS NO ENTITLEMENT** to parents/carers to take a child out of school during term time, however you may apply to the school for leave of absence in exceptional circumstances. If the absence is not authorised and the leave is taken, the matter will be referred to the Local Authority who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent/carer for each child taken out of school. Failure to submit a leave of absence request will result in the absence being unauthorised and referral to the Local Authority.

| | | | |
|---|--|--|--|
| Child's Full Name | | Date of Birth | |
| Year Group | | Form | |
| Child's Full Postal Address | | | |
| First Date of Absence | | Child's Current Attendance | |
| Date of Return to School | | Number of Days Requested Absent | |
| Reason for Request of Absence (Further details can be attached to this form) | | | |
| | | | |

| | | | |
|--|------------|------------------------------|--|
| Name of person making request | | Relationship to Child | |
| Full Postal Address (If different to above) | | | |
| Signature of parent/carer making the request | | Date | |
| If the child above does not reside with you, does the resident parent/carer agree with this application? | Yes | No | |
| Signature of parent/carer with whom child resides | | Date | |
| If you have a child or children at another school, please detail their names and which school(s) they attend below: | | | |
| Child's Full Name: | | School: | |
| Child's Full Name: | | School: | |
| Child's Full Name: | | School: | |

What does attendance look like?

| Descriptor | Attendance | Days IN School | Days OUT of School | Hours of Learning lost *This does not take into account any extra-curricular learning* |
|-------------------|------------|----------------|--------------------|--|
| Outstanding | 100% | 190 | 0 | 0 |
| Excellent | 99% | 188 | 2 | 10 |
| | 98% | 186 | 4 | 20 |
| | 97% | 184 | 6 | 30 |
| Good | 96% | 182.5 | 7.5 | 37.5 |
| | 95% | 180.5 | 9.5 | 47.5 |
| Cause for concern | 94% | 179 | 11 | 55 |
| | 93% | 177 | 13 | 65 |
| | 92% | 175 | 15 | 75 |
| | 91% | 173 | 17 | 85 |
| Unsatisfactory | 90% | 171 | 19 | 95 |