



**Northenden Community School**  
**Pupil Leave of Absence from School**  
**Application Form (Updated January 2014)**



**This form must be used by parents to apply for LEAVE OF ABSENCE for their child. A separate form must be completed for each child and for each separate occasion for which leave of absence is to be considered. The form must be signed by all parents who live with the child at the same address and who are applying for this leave of absence.**

**PUPIL'S DETAILS**

**Child's Name** .....

**Date of Birth** ..... / ..... / .....

**Class** .....

**INCLUSIVE DATES OF ABSENCE**

**First Date of Absence** ..... / ..... / .....

**Last Date of Absence** ..... / ..... / .....

**School Days Absent** .....

**EXCEPTIONAL REASONS FOR ABSENCE**

**Please state the REASONS for the planned absence and the EXCEPTIONAL CIRCUMSTANCES why this absence has not been planned for the school holidays. Attach additional information if required.**

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**PARENTS' DECLARATION / SIGNATURES** (Please read the information overleaf before signing)

**Parent Name (1)** ..... **Signature** ..... **Date** .....

**Parent Name (2)** ..... **Signature** ..... **Date** .....

**SCHOOL RESPONSE**

**Attendance to Date**

**This absence request is**  **Authorised**  **Unauthorised**

If **unauthorised**, this is because:

- The school feels that this absence will affect the child's attendance and/or progress
- The school does not authorise absence for family holidays or family events / outings
- The reasons you have stated are not considered to be exceptional or could be avoided during term time
- The absence falls at a time at which no pupil absence is authorised by the school, e.g September/Tests

**Headteacher / SLT Signature** ..... **Date** ..... / ..... / .....



# Northenden Community School

## Pupil Leave of Absence from School Application Form (Updated January 2014)



### IMPORTANCE OF ATTENDANCE AT SCHOOL

There is a very clear link between school attendance and academic progress. Children who are regularly absent from school often do not do as well as those who have good attendance. The reasons for this should be obvious. Put simply, a child who is absent from school will miss an **opportunity to learn**. This 'lost' opportunity may include ...

- a vital lesson which introduces a new topic
- an exciting art lesson which cannot be repeated
- an activity day or educational visit which provides the stimulus for future work
- feedback on an assessment test or homework which the teacher will struggle to repeat
- a lesson in which the 'penny drops' and children clearly see the benefits of their work

Absent pupils nearly always experience, whether they appear to or not, a level of anxiety when they return to school following an absence and realise that they cannot catch up or take part in what they have missed. It can affect their confidence, self-esteem, place in the learning journey and academic progress.

### SCHOOL ASPIRATIONS AND TARGETS

The school aims for all pupils to have very high attendance, that is attendance of **97%** or better. That means, on average, pupils should have no more than 5 days absence from school during a school year. A short illness of just a few days can affect this attendance so an absence for other reasons, including a family holiday, at another time significantly reduces the possibility of achieving excellent attendance. The school expects all parents to support the school in this aim and their children's progress.

### THE LAW

The law makes it clear that parents are legally responsible for ensuring that their children attend school on 190 days of the school year from 5 years of age. Legislation (2013) also states that schools are not permitted to authorise pupil absence from school except in exceptional circumstances which does not include family holidays taken during term time. The law makes provision for schools to take action against parents whose children do not attend school or choose to take their children out of school for family holidays during term time.

### LEAVE OF ABSENCE

Parents may apply for LEAVE OF ABSENCE for their child. In doing so, parents declare:

- their understanding of the school's aims as set out above
- their understanding of the law with regard to pupil absence
- their understanding that should parents take their children out of school during term time following a request that has been denied that they may face a penalty notice as described below

### PENALTY NOTICE

Should parents take their child(ren) out of school following a request for leave of absence which has been denied by the school, the school has the right to request that the Local Authority issue a Penalty Notice for each child and that this Penalty Notice will be £120 (per parent per child) if paid within 28 days or £60 if paid within 21 days and that payment of this Penalty Notice discharges the parents from the offence committed.