



St Mary's Catholic Primary School

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Headteacher: Mr D O'Connor



THE ARCHDIOCESE
of BIRMINGHAM

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Please note:

Since 1 September 2013, Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Family holidays should therefore not be taken in term time. **You have a legal duty to make sure your child attends school regularly and punctually.** Schools have a duty to ensure that children attend school. The school and Local Authority monitor your child's attendance and will take action if it is poor. The school will not authorise any holiday retrospectively or if the child is kept off longer than was agreed.

How absence is authorised:

We are not able to grant leave of absence simply because a holiday is cheaper in term time, or more convenient work-wise. To ensure we comply with these regulations, parents requesting leave of absence will need to detail the exceptional reasons below, in order that these can be assessed.

Attendance Diamond

National average attendance is 97% and we are working hard to ensure that wherever possible our children's attendance is in line with or exceeding this figure. We believe that regular school attendance is the key to enabling young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults.

Every day a child misses school, a total of five hours of learning is lost and whilst we understand that illness can't always be avoided, just a few days of absence can have a huge impact on a child's attendance figure and their education as a whole.

We use the 'attendance diamond' as a way of assessing where children are in terms of their attendance and the possible impact this may have on their achievement.

- Green 97-100% No risk
- Yellow 95-96.9% Slight Risk of underachievement
- Amber 93-94.9% Some risk of underachievement
- Pink 90-92.9% Serious risk of underachievement
- Red Below 90% Severe risk of underachievement



I Request leave of absence for (child's name) (year)

First day of absence

Last day of absence

Total number of days

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. These are exceptional circumstances because

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I confirm that I have read the section 'Attendance Diamond' and understand that, by taking my child out of school, this may affect his/her achievement.

Signed: Date:

If you have another child at another school, please state the name of the child and school:

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For use of the School:

Absences to date (days):

Percentage Attendance (for the last 12 months):

Decision by DOC: AUTHORISED / UNAUTHORISED
