 

**Blue Sky Federation**

**Leave of Absence Application**

We all wish that our children make the most of their skills, talents and opportunities. Regular attendance at school is vital if we are to achieve this aim. Without regular attendance, the learning process is disrupted, and children do not achieve their full potential. Parents are strongly urged to avoid booking family holidays during term time as this significantly affects educational progress.

There is no *right* to take a child out of school for such a holiday. In certain exceptional circumstances leave of absence can be authorised. Applications should be made to the Headteacher. Permission will not be granted for leave of absence during SATS week in May (Year Six at Summerfield) or if attendance is below 90%. This legal situation is defined under regulation 12 of the Education (Schools & FE) Regulations 1981.

I request that …………………………… (name of child/children) Class…………………

be granted leave of absence from:…………..….. to:……………..……….

Please state clearly the reason for the request: ……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

Signature Parent/Carer ……………………………………Date ……………………..………….

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**(For School use)**

Child/children’s name ……………………………..…… Class/es……………………………

Absence from ………………….. to ………………………

Application for leave of absence 🞏 authorised 🞏 unauthorised

Reason why absence has not been agreed:

We can only agree absence in exceptional circumstances.

Signed …………………………… Executive headteacher Date: …………………

If you wish to discuss this application please contact the school.

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| --- | --- |
| If your child is:  | In a year, your child would lose the following days of education: |
| 5 Minutes late | 3 days |
| 10 Minutes late | 6.5 days |
| 15 Minutes late | 10 days  |
| 20 Minutes late | 13 days |
| 30 Minutes late | 19.5 days |

* Every Minute Counts…….