



APPLICATION FOR ESSENTIAL LEAVE OF ABSENCE FROM SCHOOL

PLEASE COMPLETE PARTS A & B BELOW

IMPORTANT: Please see information on the reverse of this form before completing this request.

(PART A) I request leave of absence for the student named below for the following dates:

FROM (1st day of absence from school)

Day	Date
day	

TO (last day of absence from school)

Day	Date
day	

Total number of school days absent

Name

Tutor Group

(PART B) Please provide a full explanation for the absence in the box below:

I have read the information overleaf and would like to proceed with this request.

Signed:

Parent

Name (please print):

Parent

For Office Use Only:

Head of Achievement aware of absence

Signed:

Head of School aware of absence

Signed:

Entered on Integris

Code: SRY

Signed:

For office only:

Attendance: %

Exams and Data:

Absence

By law the school is required to ensure that all our students receive a full-time education. We are required to indicate on the register whether a student is present or not and to give the local Education Authority figures for absence rates. As a school, our target is to reduce the number of learning days lost through absence and all students are given an attendance target of 95% as a minimum.

Continuous attendance and good punctuality are essential for each student to learn well and to achieve.

External Examinations

Due to national changes in the structure of examination courses, assessments now place more emphasis on classroom based controlled tests. Any absence during term time will adversely affect preparation for controlled tests, assessments and coursework and they may be missed completely. These changes have made it necessary for the Government to look at absence applications during term time and amendments to the 2006 Regulations make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.



LEAVE OF ABSENCE INFORMATION FOR PARENTS

Before requesting a leave of absence you need to think about:

- ? The lessons your child will miss
- ? The difficulty they will have catching up
- ? The effect it will have on how well they do in school
- ? The school cannot grant any leave of absence during term time

For your information:

You do not have the right to take your child out of school for any leave of absence.

The school must be informed by 10 am on each day of any absence on the school's dedicated attendance line

01425 282337

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Dorset County Council