

Glynwood Community Primary School

Leave of Absence Request

We ask parents to carefully consider the implications of taking children out of school during term time. It is not in the student's interest to be absent from school.

Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

While leave of absence may be granted during term time, it is entirely at the Head Teacher's discretion and it is not a parental right.

Decisions made in relation to whether a leave of absence request is granted (authorised) or not (unauthorised) should be applied consistently and equitably.

Parents should seek permission for leave of absence during term time at least two weeks prior to the leave, fully explaining the reasons for the request. Each request should then be judged on a case by case basis by the Head Teacher.

Please see our 'Attendance and Punctuality Policy' for further information.

In taking your child out of school you should consider that it could affect their

- Learning
- Progress
- Assessments
- Personal Attendance Figures
- Record of Achievement
- Preparation for the next academic year

PLEASE THINK CAREFULLY BEFORE MAKING YOUR FINAL DECISION

To help you plan for the year the official school holiday dates for the coming academic years are listed below

	From	To	Half Term Holidays
Autumn Term	Tuesday 4 Sept. 2018	Friday 21 December 2018	22-26 October 2018
Spring Term	Monday 7 Jan. 2019	Friday 5 April 2019	18-22 February 2019
Summer Term	Tuesday 23 April 2019	Friday 19 July 2019	27 May-31 May 2019 (Bank holiday 27 th May)

- All dates are inclusive.
- In addition to the above dates, schools will be closed to pupils on Monday 6 May 2019 (Bank Holiday).
- Two days within the above terms are to be used for professional development for staff. These dates are to be determined and agreed by individual school governing bodies.
- In addition, one occasional day within the Summer Term 2019 is to be utilised for the purpose of closure for possible election purposes, this day to be used near the end of the summer term and agreed by individual school governing bodies.
- The start of the Autumn Term 2019 is proposed as Monday 2 September 2019

	From	To	Half Term Hols
Autumn Term	Monday 2 Sept. 2019	Friday 20 December 2019	21 - 25 October 2019
Spring Term	Monday 6 January 2020	Friday 3 April 2020	17 - 21 February 2020
Summer Term	Monday 20 April 2020	Friday 17 July 2020	25 May - 29 May 2020 (bank hol. 25th May)

- All dates are inclusive.
- In addition to the above dates, schools will be closed to pupils on Monday 4 May 2020 (Bank Holiday).
- Two days within the above terms are to be used for professional development for staff. These dates are to be determined and agreed by individual school governing bodies.
- In addition, one occasional day within the Summer Term 2020 is to be utilised for the purpose of closure for possible election purposes, this day to be used near the end of the summer term and agreed by individual school governing bodies.
- The start of the Autumn Term 2020 is proposed as Tuesday 1 September 2020

Name of child: _____

Class / Teacher: _____

First day of absence: _____ / _____ / _____ Return to school: _____ / _____ / _____

Reason for absence: _____

****if this request is for a holiday please state why it is not being taken during school holidays****

Parent/Carer First Name _____ Surname _____

Signature: _____ Date: _____

For Headteacher / Office Use Only

Application Received: _____

Last Year's Attendance: _____ % Current Attendance: _____ %

Number of days requested _____ Number previously taken _____

Current Levels Reading _____ Writing _____ Maths _____

WTS-Working towards expected standard EXS-Working at expected standard GDS-Working at greater depth

HT comments _____

Outcome: _____ Authorising Signature: _____

Referral to Local Authority _____

Date SIMS Updated: _____ Letter Sent: _____