

St Peter's School

Application for Authorised Leave



Please submit this application along with an Attendance Record provided by the School Office

PUPIL NAME (First and Surname)	
CLASS	
Siblings in other schools:	
PARENT CONTACT NUMBER	WORK
	HOME

NUMBER OF SCHOOL DAYS REQUESTED Do not include SAT/SUN	DAYS IN TOTAL	FROM: DAY / MONTH / YR	TO: DAY / MONTH / YR
REASON FOR REQUEST			
HAS YOUR CHILD HAD ANY OTHER HOLIDAY REQUESTS IN THE CURRENT ACADEMIC YEAR?	YES / NO	IF YES PLEASE GIVE DATES AND DETAILS:	

Signed (Parent/Guardian)..... Date

FOR OFFICE USE ONLY	
PERMISSION GRANTED / PERMISSION DECLINED	
ATTENDANCE %	
REASON:	
SIGNED:	DATE:

Attendance at school is statutory and children are required to attend school for 188 days each year, and every day is important.

Headteachers may only authorise absence in exceptional circumstances.

In order to obtain permission parents are reminded that:

1. Holiday bookings should not be confirmed prior to gaining approval.
2. Adequate notice is required for applications to be processed.

There will be certain occasions when holiday requests will not be granted e.g., during exam time, child's poor attendance record. If request for holiday leave is declined, parents have the right to appeal to the Group Director for Education.

/Please see over...

100%	Excellent	The child of young person has not missed any school therefore no action required regarding school attendance	<p>DID YOU KNOW?</p> <p>Children who enjoy good school attendance are more likely to be successful in school and have better opportunities to meeting their full potential</p>
95%-99%	Good to Very Good	The child / young person's school attendance may range from average to very good with between 1 and 9 days of school missed over the year, It would not be expected that any action would be required unless a pattern of absence began to emerge of the absence(s) were deemed to be inappropriate	95% attendance could still mean up to 60 lessons missed during the school year.
90%-94%	Fair	The child/ young person's school attendance is ranging from just below average to becoming close to low. Whilst many students experience unavoidable absences the school should be aware of these students to ensure that all absences are appropriate.	<p>A child/young person with 90% attendance at the end of the school year will have missed almost 4 weeks of school.</p> <p>This could mean up to 120 hours of school lost over the academic year.</p>
85%-89%	Low	<p>There would be a concern about children/ young people whose attendance falls below 90% as they are now starting to miss a lot of school.</p> <p>Conversations should be had with parents/ carers about improving attendance and the school may inform the Education Welfare Officer attached to the school that concerns are emerging.</p> <p>In some cases, it may be appropriate for attendance plans to be agreed with parents/ carers of children whose attendance is low.</p>	<p>85% attendance is almost 6 weeks or half a term of education missed over the year.</p> <p>Children who experience low attendance are at serious risk of under achieving in their school work.</p>
Below 85%	Of Concern	<p>Children whose attendance falls below 85% are missing substantial amount of school and this is a cause for significant concern.</p> <p>The Education Welfare officer should be aware of all children whose attendance scores under 85% and there should be a plan in place to improve the child/ young person's school attendance.</p>	<p>Missing more than half a term of education over the school year will seriously impact on a child/ young person's ability to meet their full potential.</p> <p>Research shows that there is clear evidence of a link between poor attendance at school and low levels of achievement.</p>