



APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

It is well recognised that good, consistent attendance at school is crucial to a child or young person's future prospects and reducing absence from school continues to be a priority for the Shelley Pyramid Family of Schools. Reflecting national concerns around attendance, the Department for Children, Schools and Families (now the Department for Education) issued revised guidance from September 2013 strengthening the view that as a general rule, children should not be taken out of school for the purposes of holiday.

Please complete this form for ALL requests of absence from school.

All requests from parents for holiday absence must be made in writing to the school in advance of the holiday being booked. Please send an accompanying letter attached to this form, for the attention of the headteacher.

I request permission from the Head Teacher to take my child(ren)

Name(s) Year Group(s)

Reason for absence

Medical appointment Dentist appointment Exam (Music/dancing etc)

Other :

Please state reason for absence requested outlining the specific reasons why it meets the requirements of "special circumstances".

Letter attached. (tick box)

Date(s): to (inclusive)

If appointment or exam, please specify time from to

I will be required to collect my child at am/pm

My child will require a school dinner on this date : YES NO

Signed parent/carer Date

SHELLEY PYRAMID FAMILY OF SCHOOLS
ATTENDANCE POLICY
2015/2016

The pyramid is committed to providing an education of the highest quality for all its students. It recognises this can only be achieved by supporting and promoting regular school attendance and excellent punctuality so that all young people take full advantage of the educational opportunities available to them.

ABSENCE PROCEDURE

- If a child is absent parents/carers must:
Contact school as soon as possible on the first day of absence;
Report reason for continued absence;

- If a child is absent, school will:
Telephone parents/carers on the first day of absence if we have not heard from them.
Invite parents/carers into school to discuss the situation with our Attendance Worker/Education Social Worker and/or Headteacher if absences persist.
Refer the matter to the Local Authority Attendance and Pupil Support Service; if attendance falls below 85%.

TERM TIME HOLIDAYS

All requests from parents for holiday absence must be made in writing to the school in advance, prior to the holiday being booked. Please see Attendance policy for when the school will not authorise holidays.

Where a parent is unable to take holidays during the school holidays, evidence from the employer will be needed to verify this (with the exception of armed forces personnel).

The headteacher will consider the following points before authorising leave:

1. Whether the request fits the 'special circumstances' criteria outlined by Kirklees LA and the DFE.
2. The child's attendance history (above or below 95%).
3. The time of year (Controlled Tests, Exams or September).
4. The length, destination and purpose of the holiday.
5. The family circumstances and the parents' reasons for wanting to take their annual family holiday during term time.

Where family holidays or extended holidays are taken without prior authorisation, the schools may respond as follows:

The absence will be treated as unauthorised and recorded on the child's Record of achievement. Parents can be given a Kirklees Penalty Notice or prosecuted for periods of authorised holidays.

TELEPHONE NUMBERS

There are times when we need to contact parents/carers about absence, so we need to have correct contact numbers at all times. Please make sure you keep us informed of any changes to telephone numbers.