

19th September 2016

Dear Parents/Carers,

Request for Leave of Absence Forms

At this very early point in the school year I feel that it is important to clarify the use of *'Request for Leave of Absence Form'* and our school's position regarding absences during term time.

In the event of exceptional circumstances, it is sometimes the case that children have to miss school. These are usually occasions that are unforeseen or linked to unexpected matters. In this situation a parent/carer must request a *'Request for Leave of Absence Form'*.

The forms are then considered and, according to our school's policies, advice from the Local Authority and our Education Welfare Officer, the request **may** be authorised. Certain events, such as annual holidays booked in term time, **will not** be authorised. Please appreciate that filling in the form does not mean authorisation is granted. The slip at the bottom will be completed and signed off by school and will indicate whether the absence is authorised or not. Please note that an unauthorised absence will remain on your child's records through school.

Our Local Authority, and others across the country, have responded to Government directive informing parents that school attendance should be a minimum of 97%. We believe that all of our children should aspire to the highest possible attendance so that they are able to access the full curriculum and all aspects of their school experience.

We celebrate good attendance regularly as a school and we appreciate that this is hugely dependent upon your co-operation as parents.

Yours sincerely,

Mrs. E. van de Waal