



Dear Parents/Carers

REQUEST FOR ABSENCE DURING TERM TIME

As you are aware, children of school-age who are registered at a school must, by law, attend school regularly. Regular attendance is important, not just because the law requires it but because it is the best way of ensuring that a child makes the most of the educational opportunities which are available to him/her.

We all know that there may be occasions when a child has to miss school, if he or she is unwell for example, but other absences should be kept to an absolute minimum.

In particular, parents should not be taking their children out of school during term-time. However, applications may, on occasions, be approved by the school's Principal, **if the circumstances are exceptional**. There needs to be a sound reason why the leave could not be taken during the 13 weeks of school holidays. Application for leave must be made in advance of any bookings being made.

If you decide to apply to take your child out of school, please consider that if you are away for one week your child will miss approximately:

5 hours of mathematics, **5 hours** of literacy **and 13 hours** of science, religious education, music, art, PE, geography, history, design and information technology.

If your child has a holiday of two weeks during term and has five days of sickness in one school academic year they will miss:

15 hours of mathematics, **15 hours** of literacy and **39 hours** of learning other subjects. This is **69 hours** of their education!

As parents, please consider whether your child can keep up if they miss this much time.

If this pattern were to be repeated throughout your child's school life they would miss 42 weeks of their education! This is more than a complete school year.

We know from studies of child development that missing 10% of their school time has an adverse effect on children's development and therefore their outcomes. Please seriously consider the need to apply to take your child out of school during term time. No absences will be authorised for any reason where a child's attendance is below 95%.

If your circumstances are exceptional and you need to request an absence for your child during term time, please request an absence application form from the School Office or download one from the school website. Please submit your form at least 14 days before requested time. Also provide any evidence to support your application. You may be asked to attend a meeting with me to discuss your application.

If your child is away from school without the use of this process or if the absence is not agreed, the absence is recorded as unauthorised and is passed onto the school's Attendance and Engagement Office from the Local Authority, who may contact you directly.

Yours sincerely

Breda Bowles
Principal

