

Pennaeth / Headteacher **Mrs R Langley Bed**

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Pupil Name	Date of Birth	Class	Year
Home Address			
First Date of Absence			
Date of Return		No. of School Days Absent	
Exceptional Reason for Absence			
Holiday dates should include the possibility of late flight arrivals			
Holiday Destination			
Note - This is for child protection reasons ensuring all our children are safeguarded			
Name of Parent (who child resides with)			
Home Telephone No.		Mobile Telephone No.	
E-Mail Address			
<p>Declaration I understand that this holiday request may or may not be authorised and the Headteacher will use their discretion in making the decision based on my child's circumstances. If the Headteacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority EWO Service which will be determined in line with the school's attendance policy.</p> <p>Signed Parent / Guardian</p>			

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 @venedwardmorgan |  Venerable Edward Morgan School |  venerable_edward_morgan

Appendix 2 - Section B

FOR HEADTEACHER'S PURPOSES ONLY				
Date Received				
Pupils Name				
Current Attendance	%	%	%	%
Last Year's Attendance	%	%	%	%
Exceptional Reason Accepted	YES / NO	YES / NO	YES / NO	YES / NO
Name, Signature & Date Parent Informed				
This absence has been Authorised/Unauthorised				
We therefore expect your child to be in School on (Date)				

Please read carefully the notes below before submitting this request for leave of absence.

Application for Leave of Absence during term time - NOTES

At Venerable Edward Morgan Primary School, the Governors, Headteacher and staff believe that absence during term time should be avoided as they can have a damaging effect on pupils' education and overall achievement. However, it is recognised that there may be exceptional reasons that may justify authorisation of the exceptional leave of absence by the Headteacher.

Applications must to be made in advance by the parent with whom the child normally resides on the form headed 'Application for Leave of Absence during Term Time'. These may be obtained from the school office. Application for leave of absence must be received by the school 28 days before the date of leave.

Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parent will be informed within 7 school days as to whether the request has been authorised or unauthorised. (This will take place should the application be made in reasonable time).

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

The table below shows how absence can affect pupil's attendance and the impact on their academic progress.

GREEN	100%	Not missing any lessons.
	99%	Missing about 10 lessons.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
AMBER	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school.
	93%	Missing 14 days of school. This is almost three weeks of Education lost.
RED	92% and below	Missing more than 3 weeks of Education. A serious loss of learning that may have a detrimental effect on achievement.

Yours Sincerely



Mrs R Langley
Headteacher