Garden Avenue

Foxhill Road

Carlton

Nottingham

NG4 1QT

Pupil's Name: ………………………………………………..………………. Year:………………....

I would like to apply for my child to be absent from school between the following dates for the reason stated below.

Date of **last** day in school:………………….. Date of **return** to school:……………..

Total number of school days missed: ………………………………………………………………

Reasons for absence from school: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a **Penalty Notice or a Summons** for irregular school attendance.

Name of Parent making application: ............................................................................

Address of parent making the application:

Signed: ......................................................................

Date application made: .............................................

**190 School Days a Year - 175 Non-School Days a Year**

175 days to spend on family time, visits, holidays, shopping and appointments.

The following information shows how attendance can affect your child's progress.

Above 98%: less than 3 days’ absence a year: Excellent attendance!

95%: less than 9 days’ absence in a year.

90%: 19 days’ absence over the year: pupils with this attendance are missing a month of school per year.

85%: 29 days’ absence in a year: these pupils are missing 6 weeks of school a year; it will be very difficult for them to keep up and do their best.

80%: Pupils with this attendance are missing a year of school over five years of education, it will be almost impossible to keep up with work. Parents of pupils with this attendance could be issued with a Penalty Notice.

**PUPILS WILL BE REGARDED AS PERSISTENT ABSENTEES.**

“The law states that you do not have the right to take your child out of school for holidays during term time. If the school refuses your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance"

When making a decision to authorise an absence from school each application will be considered individually. The Local Education Authority works with schools to reduce time missed through holidays in term time. Please be aware that the school generally does not authorise absence to holidays and regularly issues Penalty Notices in these cases.

Having read this information, if you still wish to apply for leave of absence for your child to accompany you on holiday during term time then please complete the application overleaf and return it to school giving at least 4 weeks’ notice. You will be informed of the school's decision whether the absence will be authorised or not in writing.