

THE CHERWELL SCHOOL



APPLICATION FOR LEAVE OF ABSENCE

Leave of Absence

Parents/carers are asked to avoid long term absences/family holidays during term time as this is has been proven to affect student progress. The headteacher may consider authorising up to 10 days absence but due to the impact on learning and the targets for attendance set by the Government it is unlikely that such requests will be authorised except in exceptional circumstances. The AEO can be involved if unauthorised holidays are taken.

This form should be used to inform the school of your wish to take your son/daughter out of school. As we state in our Prospectus, we advise against this generally as it has been proven to have a negative impact on learning. Where it is unavoidable the school will consider granting authorised leave of absence and will take into account the student’s attendance record, (particularly any unauthorised absence absences already recorded/past history)

Please be aware this holiday will lower you child’s overall attendance percentage and potentially their academic achievement.

You should complete this form as soon as your intention is known and at least one month before the proposed leave of absence.

Student: _____ Form: _____

I am applying for authorised leave of absence for the period _____ to _____

Reason for absence:

Signed: _____ Parent/Carer Date: _____

This form should be sent to the students form tutor at the school who will discuss the request with the Year Leader and return the form slip below.

.....

APPLICATION FOR LEAVE OF ABSENCE

Student: _____ Date received: _____

Proposed dates: _____ to _____ Form Tutor: _____

Attendance record: _____ Absence: _____ Unauthorised: _____

*We agree to authorise this absence from school and understand that it is your son/daughter’s responsibility to catch up on any work missed during this time in order to minimise disruption to their learning.

*We would like to discuss this further and ask that you contact the school to arrange a convenient time.

*We do not agree to grant authorised absence for the dates proposed above

Form Tutor: _____ Year Leader: _____

Headteacher: (if more than 10 school days) _____