



Scartho Infants' School & Nursery

where we *play*, *learn* and *grow* together

Edge Avenue, Scartho, Grimsby, N E Lincolnshire DN33 2DH

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www.scarthoinfants.co.uk

Head Teacher: Glyn Rushton



Dear Parent/Carer

LEAVE OF ABSENCE REQUEST DURING TERM TIME

Scartho Infants' School and Nursery is a successful school where you have chosen your child to be educated. All absence in term time has an adverse effect on overall attendance, and potentially the achievement of pupils, even at such an early age.

The school's attendance target is 97% and 10 days of absence for any reason, including illness, will reduce a child's attendance to 94.7%. We would urge you to support us and ask you not to take your child out of school for any reason, except for the most exceptional of circumstances.

The school is required to comply with Government legislation relating to pupil absence. The legislative framework is in place to ensure each child, through regular attendance, can access all the learning opportunities on offer and so get the greatest benefit from their attendance. The legislation makes it clear that head teachers may not grant **any** leave of absence during term time unless there are exceptional circumstances and that Penalty Notices may be issued.

All requests for leave of absence will be treated on an individual case by case basis, complying with the legislation. School will also liaise with the Education Welfare Service where necessary.

No absence requests will be authorised for Year 2 children during May and June (due to statutory KS1 assessments and ongoing teacher assessments) or for Year 1 children during June (Phonics Screening Check).

All applications for leave of absence for any reason must be made in advance (**at least 5 working days**) by the parent/carers to the head teacher using the 'Leave of Absence Request Form' (attached). Parents/Carers may be invited into school to discuss a request for leave of absence and the school will respond in writing to all requests for leave of absence and will take into account:

- the circumstances of the request;
- the frequency of the activity;
- the amount of time requested;
- the age of the pupil;
- the pupil's attendance record;
- the pupil's educational needs and general welfare;
- when the request was made.

Thank you in anticipation of your support and understanding.

Yours sincerely

Glyn Rushton
Head Teacher

Parent Form: Leave of Absence Request

Please return this page as soon as possible and at least 5 working days in advance of the date of the requested absence.

Name of Pupil: Class:

Year Group:

I would like to request that the above pupil is given Leave of Absence for:

(reason for request)

.....

.....

From: to: (please give dates)

No absence requests will be authorised for Year 2 children during May and June (due to statutory KS1 assessments and ongoing teacher assessments) or for Year 1 children during June (Phonics Screening Check).

Total number of days pupil would be absent from school:

Please list any siblings who attend Scartho Junior Academy:

Name of Pupil: Class:

Name of Pupil: Class:

Parent/Carer Name:

Signature: Date

Please consider the following facts:

- There is a strong link between the amount of absence and the results/qualifications that a pupil achieves;
- Every lesson matters – children who have time off often find it difficult to catch up and do well at school;
- A pupil who misses 10 days during one whole academic year will only attain 94.7% attendance. The school target is 97%;
- Research suggests that just 17 days missed from school equates to a GCSE grade.

Source: DCSF

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Scartho Infants' School & Nursery Office Use Only:

Current attendance figure:	%
Previous Leave of Absence Request made:	YES / NO
If YES when:	
Request AUTHORISED / UNAUTHORISED Date:	Head Teacher's Signature: