



DERBY CITY COUNCIL

APPLICATION FOR LEAVE OF ABSENCE



Important Information for Parents / Carers

- **There is no automatic right to absence for a family holiday.**
- Requests for leave of absence should be sent to the school **no less than 4 weeks** prior to the start of the period of absence.
- Authorisation during GCSEs (including practice exams and tests) and in the **first half term** of any new school placement should not be granted unless there are exceptional circumstances.
- Any requests for extended leave will result in an interview with a senior member of staff to look at options for ensuring continuity of education.
- Any leave taken without filling in a request form or entering a late request form will be unauthorised.

I wish to apply for leave of absence from school to be granted to:

Name of child: Class / Form Group:

Dates of proposed absence: From: To:

Reason for proposed absence (please give details below):

Total days requested: Total days taken previously this academic year:

Parent(s) full Name(s)
.....

Address:

Signature of Parent / Carer.....

Consequences for parents taking children on holiday in term time which are not authorised by the school MAY result in a Penalty Notice being issued by the Local Authority

For School Use Only

Previous holiday checked?	Yes / No	Attendance %	<input type="checkbox"/>
Interview offered to Parent/Carer?	Yes / No	Date:	
Authorised? Yes / No	Head Teacher	Date:	
Parent informed by letter? No.1 / No. 2	Yes / No	Date:	

Dear Parents

I am seeking your support in ensuring the very best opportunities for your son / daughter to achieve their full potential. Students with very high (98-100%) attendance always perform better and conduct themselves more confidently, than those who miss several days or weeks of lessons. I am concerned that many families are requesting time off school for their child in order to go on a family holiday in term time.

My staff and I are fully aware of the cost of holidays but avoiding time off school represents a long term investment in your child's future. Ideally, all secondary school students should be in school every day in term time but for more senior students, their regular attendance is crucial.

- In Year 10, students typically take **external** examinations in January, February, March, May and June.
- In Years 11, 12 and 13, students take **external** examinations from January right through to June.

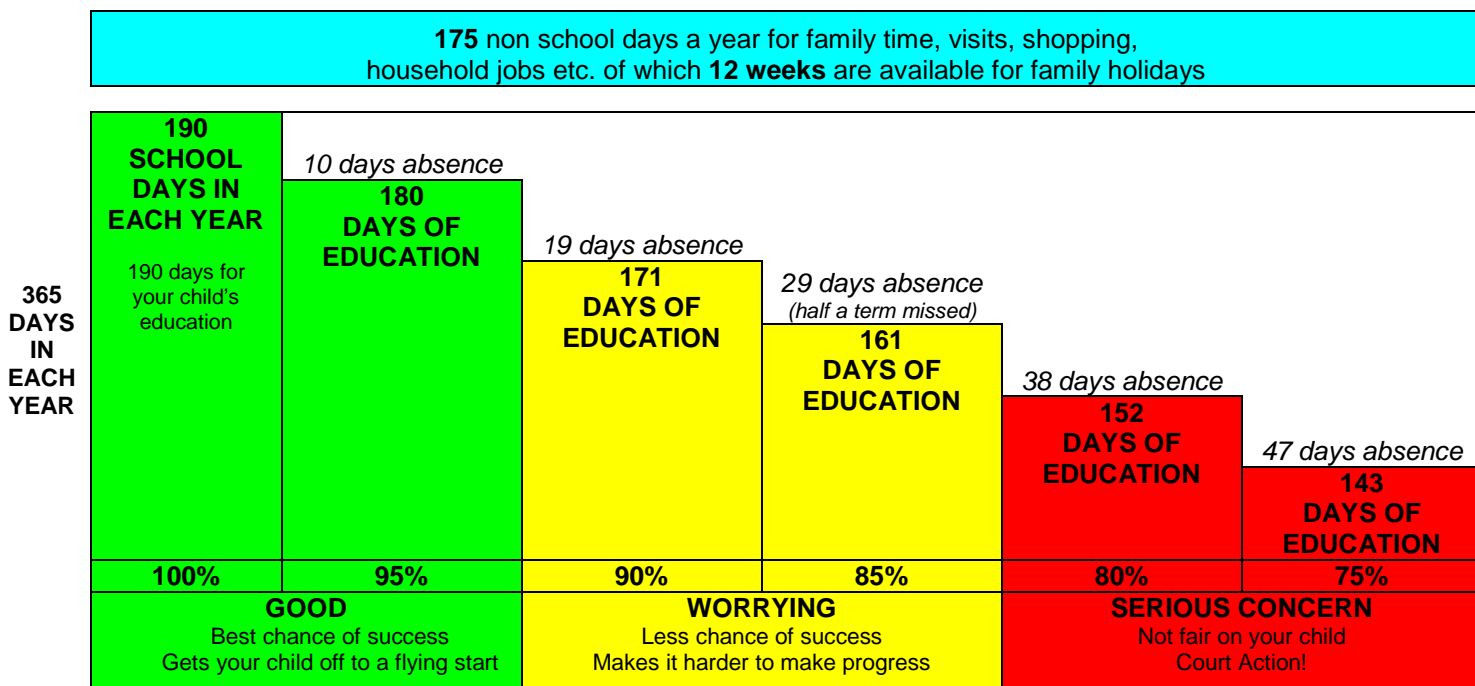
('External' means that the examinations are set by Examination Boards, not by the school and dates and times cannot be changed.)

Furthermore, in order to do their best in these examinations and in coursework, students cannot afford to miss school. Therefore, in the best interests of your child's progress and future success, I will not systematically authorise holidays for students in Years 10-13.

If, as a parent, you consider there to be very exceptional circumstances, please write to me outlining your case and I will give it my careful consideration. Please find below a visual summary of the likely impact of absence on achievement.

Thank you for your support in this matter and I hope this information helps you plan future holidays wisely.

DAYS OFF SCHOOL ADD UP TO LOST LEARNING



**Please do not let your child miss out on the education they deserve.
Every school day counts!**

If you are worried about your child's attendance, please talk to us at school about it. You can also speak to an Education Welfare Officer on 01332 641456.

Qualifications and Earnings

Employees with no qualifications earn an average of just £7.44 per hour
 Those with only GCSE's earn on average £9.02 per hour
 People with 'A' Levels earn an average of £10.27 per hour
 Students who graduate from University earn an average of £15.01 per hour

Please encourage your child to stay in education for as long as possible and improve their future earnings

Interested Parents bring Pupil Success

Parental support is eight times more important in determining a child's academic success than social class.

Please support us in educating your child