

# Whybridge Junior School

## Leave of Absence 2018 - 2019

Please read the following before completing this form.

- Leave of Absence will not be granted during the school year. In the case of exceptional circumstances a meeting must be arranged, by the applicant, with the Headteacher. Evidence of exceptional circumstances must be produced
- A Leave of Absence must be completed for all Religious Holidays
- Please be aware that all unauthorised leave is reported to the Behaviour and Attendance Support Officer who will issue a fine (see below)
- Any child absent from school for 5 consecutive days or more on medical grounds must produce a medical certificate or an unauthorised absence will be marked and this will be reported to the Behaviour and Attendance Support Officer.

**Unexplained Leave of Absence will only be authorised in the case of family trauma/bereavement.**

**Leave of Absence for any reason will not be authorised for any pupil during SATS (Yr 6) and Summer 2 Assessment Test week (Yr 3, 4 & 5).**

**SATS (Year 6) – February to May**  
**Summer 2 Assessment Test week (Year 3, 4 & 5) – June**

Parents should be aware that it will be difficult to meet all the requirements of the National Curriculum if a child has prolonged absences from school.

Child's Name.....Class.....

Leave of Absence is requested from.....to.....(inclusive dates please)

Number of school days to be missed.....

Please give reason, in the space below, for requesting leave in term time.

.....  
 .....

Signed.....Parent/Guardian

Date.....

**For Official Use:**

Percentage attendance to date..... Attendance Profile attached Yes/No

**Record of Decision:** Authorised in full.....days

Authorised in part for ..... Days Unauthorised for.....days

Signed on behalf of the Governing Body.....  
 Headteacher/Deputy Head

**PLEASE NOTE: All unauthorised Leave of Absence is reported to the Behaviour and Attendance Support Officer.**

*A Penalty Notice will be issued in line with the Havering Code of Conduct – Penalty Notices. The fine is £60.00 per parent, per child, rising to £120 if unpaid after 21 days. If payment is not received by 28 days the Local Authority may consider taking a prosecution against you for the offence.*

