



## Cheddington Combined School Application for Leave of Absence

Parents should be reminded that their children must be in school during term time. There is no entitlement to any time off from school, and unauthorised absence is against the law.

Holidays during term time are hugely disruptive to a child's education and cannot be authorised.

Authorised absence will only be permitted in exceptional circumstances which are considered on an individual basis and with due consideration to attendance. Exceptional circumstances do not include:-

- Family holidays in term time due to lower costs compared with school holidays
- Long weekends
- Birthday treats
- Christmas shopping
- Theatre/cinema trips
- County Shows

Please see attendance advice on the School Website.

Yours sincerely,

G Brown  
Head Teacher

Leave of Absence Request Form

I request permission for my child

..... (Class: .....)

to be granted Leave of Absence for ..... days

From ..... to .....

Reasons:

Signed ..... Date .....

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Permission for Leave of Absence has been / has not been granted  
for your child:

Reason (if applicable):

Signed: ..... (Head Teacher)

## Attendance & Punctuality

Good learning, understanding responsibility, making friends and the chance to grow as an individual are all important ingredients in a child's educational experience. For this to happen children need to attend school regularly.

Cheddington Combined School operates a first day calling system. This means we ask you to phone the school on the first day your child is absent. If we have not heard from you by 9am, the Office Manager will contact you to check the reason for your child's absence. A letter explaining the absence must be brought in on the day of the child's return to school.

## Helping Your Child to Get the Best out of School

- Be aware of the impact of regular absences – missing school is missing out
- Don't let your child stay off for reasons like going shopping, birthdays, etc.
- Avoid taking family holidays in term time – 2 weeks holiday in term time, with no other absences means your child can only ever achieve 95% attendance and misses approximately 2 terms in their education
- Make non-urgent medical and dental appointments out of school time
- Be involved with your child's education and school
- Build up good habits of punctuality and attendance – 5 minutes late everyday means missing approximately 3 days of school every year
- If your child recovers from illness before the end of a week, send them back to school even if it's only for one day – every day counts.

1 day off per school year = 99.5% attendance

10 days off per school year = 94.7%

20 days off per school year = 90% attendance

90% attendance sounds good, but means that your child misses on average:

- a whole year off school by the time they complete their education.
- one half day every week
- nearly four weeks every school year
- over one school year in a school career.

Children with poor attendance may fall behind with school work and will attract the attention of the Educational Welfare Officer. Pupils with 90% or below attendance will be monitored closely and absences may require an appointment card or letter from the child's doctors confirming their illness, before an authorised mark is granted. In extreme cases parents can face prosecution and substantial fines for failing to ensure that their child(ren) attends school.

Please note if your child gets an unauthorised late mark this will affect their overall attendance. All children should be in class by 8.35am. Lateness is detrimental to your child's learning as they miss the vital part of the lesson.

### **Attendance is your legal responsibility.**

As advised by the Department for Education we are no longer permitted to authorise any leave of absence except in exceptional circumstances, which must be agreed by the Head Teacher.

If you have any queries please do not hesitate to contact the office.

G Brown  
Head Teacher