



Application for Approved Leave of Absence (including family holidays during term time)

Once complete please return form to your child's Tutor

To: The Headteacher - The Romsey School

Child's Name: Tutor Group:

I wish to apply for my child to be granted leave of absence: from: (first day of absence) to:
..... (last day of absence) Total number of school days:

The reason for this request is
.....
.....

If reason is to allow the child to go on family holiday please note the contents of the information overleaf and answer the following questions:

Have you read the legal information overleaf? **Yes/No**

Are you the parent with whom the child normally resides? **Yes/No**

Has your child previously been granted leave of absence for a family holiday during the current academic year? **Yes/No**

If 'Yes', how many days leave were granted and why?
.....

Sibling/s at Primary School Yes/No If 'yes' please state their name and which Primary School they attend:

Date: Signed: Parent

For school use only Approved/not approved

Comment:

Signed: Tutor Attendance: %

Signed: Headteacher Date:

Legal Information from Hampshire County Council:

Excellent attendance is of paramount importance to your child's happiness, progress and ultimate achievement during their time at Romsey School. Therefore, Hampshire County Council has instigated new statutory changes in school attendance which took effect from September 2015.

- Holiday leave during term time can no longer be authorised
- The persistent absence (PA) threshold is now below 90% (3 weeks or more schooling across the year). The previous threshold was 85%. By way of guidance, this means that a child will become a persistent absentee if they miss 7 days before Christmas, 12 days before Easter or 19 days in an academic year.
- Hampshire Local Authority will issue a Penalty Notice for any unauthorised absence where the student has been:
 - absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these days do not need to be consecutive;
 - persistently late for up to 10 sessions (five days) after the register has closed at 9.05am;
 - persistently late before the close of the register (8.45 – 9.05am), but the school has met with parents/carers and has clearly communicated that they will categorise as unauthorised any further lateness, and where the threshold of 10 sessions (5 days) has been met
 - absent for any public examinations, formal school assessments, tests or examinations of which dates are published in advance
- The school has a legal duty to report the absence of any student who is absent without an explanation for ten consecutive days

Code	School Meaning	School allocation of coding
B	Educated off site *	
C	Other authorised circumstance	
F	Extended Family Holiday (agreed for exceptional reasons)	
G	Family Holiday (not agreed or days in excess)	
H	Family Holiday (agreed for exceptional reasons)	
J	Interview *	
M	Medical/Dental appointments	
O	Unauthorised absence (not covered by any other code)	
P	Approved Sporting Activity *	
R	Religious Observance	
S	Study Leave	
T	Traveller Absence	
V	Educational Visit *	
W	Work Experience *	