

Headteacher: Mrs Ayellet McDonnell head@erminestreetca.org.uk
<https://erminestreet.demat.org.uk/>

Application for Leave of Absence from School During Term Time (to be completed and returned to school two weeks in advance of absence request date)

I request that _____ (name of child) Class _____

be granted leave of absence from _____ (first day of absence) to _____ (last day of absence)

Please explain the exceptional circumstances that require a leave of absence during term time:

Signature of Parent: _____ Date: _____

Print Name: _____

Please note that even if this absence request is authorised you may still receive letters of concern from either the school or Local Authority if your child's attendance drops below a level that the school deems acceptable.

☐ Absence authorised from _____ to _____ (inclusive)

☐ Absence unauthorised from _____ to _____ (inclusive)

Headteacher's comment

Signed _____ (Headteacher) Date: _____

Office use only				☐ Absence authorised ☐ Absence unauthorised ☐ Code
Date form received	Date form returned	No of school days absence requested	% Attendance	



Attendance at Ermine Street Church Academy

So what's the importance of attendance? Simply, whatever the reason for a child's absence, it means they are missing learning. At Ermine Street Church Academy we expect attendance at school to be 100%, unless there are exceptional or unavoidable reasons for absence.

How do we communicate attendance to you?

Your child's attendance can be found on the mid-year and end of year report and you are welcome to ask the school office for an update at any time. If a child's attendance falls below 95% we will review the reasons for it. This may result in the school speaking to parents and then possibly implementing a written notification system. This is a system of letters that request an improvement in attendance. We also work with the county's Education Welfare Officer to find effective ways to work with families experiencing difficulties with attendance.

What should I do if my child needs to miss a day of school?

We completely understand that there are occasionally times when a child is too unwell to attend school. If they have sickness or diarrhoea they cannot attend school for 48 hours after the last episode. Please let the office know as soon as possible on each day of absence. The school will decide how to 'code' the absence (authorised or unauthorised) based on the information we are given. Where possible please provide us with medical evidence. We appreciate this can be difficult for certain conditions or situations.

I'm often late to school but 10 minutes doesn't matter does it?

Yes it does. In every class, the children have early morning learning tasks as soon as they enter the classroom. Being late to school, even by a few minutes, causes disruption to the class and some learning is being missed. If your child arrives after the gates have been locked they will need to enter via the front door. If your child's number of minutes late is a concern, you may receive a 'late letter'.

Equates to:



Leave of absence during term time

We understand that you may consider taking your child out of school for reasons other than illness. We ask for honesty and for you to complete a 'leave of absence' form at least 2 weeks in advance (ask at the office or visit our website). The Headteacher may not grant any leave of absence during term time unless there are **exceptional circumstances**. Observance of religious and cultural festivals may be authorised depending on the circumstances but the fact that a holiday is cheaper in term time is not an 'exceptional circumstance', nor is parents' working circumstances. We cannot prevent parents from withdrawing their children from school, but the absence will be recorded as 'unauthorised' and this may result in the school taking the matter forward in writing or issuing a Penalty Notice.

We must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctually. Failure to do so may result in a Penalty Notice Fine being issued against you and/or legal proceedings being considered.