St Mary's Catholic Primary School

Rockingham Close, Uxbridge, Middlesex UB8 2UA
Tel: 01895 232 814
Email: Office@stmarysuxbridge.org.uk
Website: www.st-marys.hillingdon.sch.uk
Headteacher: Mrs. C Hough **Chair of Governors:** Mrs Maureen Thorpe

Leave of Absence Form

Parents do not have the right to take their children out of school during term-time. By law you must request permission from the head teacher for your child to miss school for any reason.

This form must be completed for any form of absence (with the exception of medical and dental appointments) and it should be submitted for authorisation at least 10 school days before the proposed absence. Non-urgent medical and dental appointments should be made outside school hours.

<table>
<tr><td>Parent/Guardian Name</td><td colspan="2">Address and contact number</td></tr>
<tr><td></td><td colspan="2">.</td></tr>
<tr><td colspan="2">Name of child/children:</td><td>Class/es:</td></tr>
<tr><td colspan="3">Is this the first request for absence this academic year? YES YES / NO
(NB. not including sickness absence)</td></tr>
<tr><td colspan="2" rowspan="2">Dates of absence requested:
The 1st day of absence from school is……
they will return to school on.....at the start of the school day</td><td>No. of school days requested:</td></tr>
<tr><td>Authorised/Unauthorised Decision</td></tr>
<tr><td colspan="3">Please explain in more detail – we need to understand why this leave of absence is exceptional. Please include details of where you will be (for example which country if you are abroad and which town, city or county if in the UK).</td></tr>
<tr><td colspan="3">Contact details whilst abroad/absent from school
This information is requested for safeguarding purposes. If we already hold a mobile number and email address for you that you will be using whilst away, and you have told us where you will be whilst away in the section above, then you do not need to complete this section.</td></tr>
<tr><td>Telephone number whilst away:</td><td colspan="2"></td></tr>
</table>

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Email address whilst away:			
Signature		Date	

Absence and Attendance

Regular and consistent attendance at school is essential. Absence and lateness inevitably cause distress to the child and inconvenience to the staff.

Unauthorised Absence

The following requests for absence will not be authorised:

- Holiday requests during term-time will not be authorised, unless there are exceptional circumstances.
- Absence requests for a child's birthday, 'family reasons', to 'beat the rush hour', 'parents' work commitments' will not be authorised;
- Any absence at the start of the school term and particularly in September, where the start of the year is so formative, will not be authorised;
- Permission will not be granted for any absence during formal assessment periods or in the run up to Statutory Assessments.

Authorised Absence

Absence will be considered for authorisation for the following reasons:

- Medical and dental appointments, although non-urgent appointments should be scheduled outside school hours where possible
- Illness
- Exams – Dance, Music etc
- Bereavement
- Religious Observance

The above statements are not exhaustive and it is recognised that there will be times when compelling and exceptional reasons will mean absence from school.

We aim for all children's attendance to be 96% and above. When it falls below 90%, we have a legal duty to inform the Local Authority which then triggers an investigation by the Education Welfare Service. When a child's attendance falls below 90% there is a serious risk of underachievement.

Letters will be sent to parents each term where there are concerns about a child's attendance in school.