

Request for leave of absence from Bridport Primary school



Learning today for our tomorrow

I request leave of absence for the child/children named below from **Bridport Primary School** during the suggested dates below:

Name of child/children: _____ (please add class)

Absence requested from: _____ until: _____

Reason for request:

Signed: _____ (parent/guardian or carer) Dated: _____

Please Note:

The guidance from the **Department of Education** regarding attendance is that the Headteacher may **NOT** grant any leave of absence during term time for family *holidays* unless there are **exceptional circumstances**.

Any families choosing to take holidays in term time may face a penalty notice issued by Dorset County Council (£60) if attendance is deemed to be below expected National levels or there is accumulative regular non-attendance. In Primary schools the national expectation is 96% attendance rate.

If a child attends for less than 95% this is equivalent to missing one day a fortnight of school which in turn equates to four weeks in a year.

The Bridport Cluster of schools work together to ensure all families are aware of the attendance of their children. Any families falling below expected levels will be informed and given the opportunity to improve before being invited to an attendance panel where penalties may be issued by a county representative.

Your request has been approved **due to exceptional circumstances** **Yes/No**

Signed: _____ (Headteacher on behalf of governing body) Date: _____

This form will be completed by the headteacher and copied for school records and for the parent to keep for future reference.