



**HARTSBOURNE PRIMARY SCHOOL, HARTSBOURNE ROAD, BUSHEY HEATH WD23 1SJ**  
 To be read in conjunction with the full Pupil Attendance Policy, to be found on our website.

**APPLICATION FOR LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES**

**PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE FOR HEAD TEACHER AUTHORISATION NO LATER THAN 6 WEEKS (HALF A TERM) PRIOR TO THE PERIOD OF ABSENCE.**

**TO THE HEAD TEACHER:**

**NAME OF PUPIL:** ..... **YEAR GROUP:**.....

**ABSENCE START DATE:** ..... **ABSENCE END DATE:** .....

**RETURN TO SCHOOL DATE:** ..... **TOTAL DAYS REQUESTED:** .....

I request that the above named pupil be granted leave of absence from Hartsbourne Primary School for the following exceptional circumstances:

.....  
 .....  
 .....  
 .....

I understand the school **MAY** authorise an absence for exceptional circumstances and additional days will be 'unauthorised'. The following is also 'unauthorised':

- Looking after brothers/sisters, sick parents or relatives.
- Shopping trips, visits to relatives, day trips, birthday treats.
- Tiredness following a late-night celebration, eg parties, anniversaries.
- Y2: requests for holiday absence in the second half of the spring term (SATs).
- Y6: Requests for absence in the half term prior to SATs and the week of the tests.

I acknowledge that, when granting leave of absence the school will consider:

- Attendance record within the academic year (not below or cause it to drop below, 95%).
- Year group (see above)
- Attitude and progress in class.

**SIGNED:** .....**(PARENT/CARER)** **DATE:** .....

**OFFICE USE ONLY**

<b>TOTAL DAYS TO DATE</b>	<b>ATTENDANCE %</b>	<b>AUTHORISED</b>	<b>HEAD SIGNATURE</b>



## HARTSBOURNE PRIMARY SCHOOL PRECIS OF PUPIL ATTENDANCE POLICY

To be read in conjunction with the full Pupil Attendance Policy to be found on our website.

### RIGHTS AND RESPONSIBILITIES

Children can only make the most of the educational opportunities available to them if they attend school both regularly and punctually. Parents and Hertfordshire County Council have legal responsibilities concerning a child's regular school attendance.

- **Hertfordshire County Council must ensure that:** Every child of school age is provided with a suitable education
- **Parents must ensure that:** Their child regularly attends the school where he or she is registered.

### REGULAR ATTENDANCE

Arriving on time helps pupils learn good time-keeping for the future. Pupils, who arrive after registers are closed without an acceptable explanation, are marked as an unauthorised absence.

### COMMUNICATION

Parents must explain all pupil absence by note, telephone or calling in at school. The school will then decide whether this is an 'authorised' or 'unauthorised' absence. Most absences are for good reasons and will generally be authorised, for example:

- Sickness (see the website for information about recommended length of absence)
- Unavoidable/emergency medical or dental appointments (check-ups should be scheduled for after school or holidays)
- Up to three days of religious observance
- Exceptional family circumstances, eg bereavement

The following reasons are **NOT** acceptable and will not be authorised:

- Looking after brothers/sisters, sick parents or relatives.
- Shopping trips, visits to relatives, day trips, birthday treats.
- Tiredness following a late-night celebration, eg parties, anniversaries.
- Y2: requests for holiday absence in the second half of the spring term (SATs).
- Y6: Requests for absence in the half term prior to SATs and the week of the tests.

Poor attendance/lateness will be followed up with a letter. If there is no improvement the Head will contact the parents to implement a plan for improvement and the Educational Welfare Officer may be informed.

Good attendance will be rewarded with praise, certificates and an annual prize for 100% attendance. The most improved attendance will also receive praise and certificates.

### LEAVE OF ABSENCE FOR HOLIDAYS

Children should not be absent from school to go on a family holiday. For **exceptional circumstances** schools can give permission for absence for up to ten days. Parents must complete the request-form at least six weeks prior to the absence and be prepared to discuss this with the school. When granting leave of absence the school will consider:

- Attendance record within the academic year (not below or cause it to drop below, 95%).
- Year group (see above)
- Attitude and progress in class.