

Hartismere School



REQUEST FOR ABSENCE

For registration purposes we need to be aware of any planned absence for your child. Authorisation will depend on current attendance record being high and other criteria set out in the school's 'Attendance Policy'. There is no automatic right to absence for activities such as family holidays. Any request for extended leave (i.e. five school days or more in any academic year) will only be authorised in **exceptional** circumstances.

After completing this form, it should be handed in by your child via the post boxes in school or email a copy to pupil.absence@hartismere.com, for forwarding to the Headteachers, as soon as possible before the start of the proposed absence. Only the Headteachers can grant leave of absence.

Reason for this request:

Do you consider this absence to be one which can be regarded as educational? YES/NO
If yes, please give brief details below of why you consider this absence to be educational.

Name of Child/ren	Date of Birth	Form
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

I, being the parent/guardian of the above child/ren, request that you consider allowing my child/ren to be absent from school for the reasons stated above

fromreturning to school on a total of school days

NB – Only apply for leave of absence for the most extreme of circumstances. Leave of absence for holiday purposes rests with the Headteachers whose decision is final. We should point out that prolonged absence could have an adverse effect on your child/ren's education for which we accept no responsibility. (SEE NOTES OVERLEAF)

Signature of Parent / Guardian:..... Date:

To be completed by school office:

Current Attendance%

Permission Granted / Refused

Signed: Headteacher

A copy of this form will be returned to you when signed by a Headteacher

Holidays in term time

As you may be aware, the Government and Local Authority are actively discouraging parents from taking children on holiday during term time, due to the impact on their learning. Parents must apply using this official form.

It is for the Headteachers to decide whether the holiday will be authorised or unauthorised. Forms are still required for odd days including long weekends.

Holidays will be considered for authorisation in special circumstances for example:

- Where a parent/carer is a member of the armed forces and whose work prevents them using school holidays.
- Where there is a need for a family to spend time together to support each other during or after a crisis.
- Occasional days e.g. to attend a special family gathering e.g. a wedding, especially where travelling a long distance is involved.
- Participation in regional or national competitions of recognised sporting or other activities.
- Participation in a recognised youth group of limited duration.

Reasons such as holidays being cheaper in term time will not be accepted.

Please make sure forms are handed in as soon as possible before the start of the proposed absence.

The effect of absence on a pupil's schooling.

A pupil who takes 10 days' holiday (whether authorised or not) in an academic year, without any other absences, will only attain 94.7% attendance. This will decrease still further if their attendance is already reduced because of occasional illness. **A pupil who has attendance rate of 90% will, over 5 years, lose half a year of schooling, at 80% the pupil will miss 1 year out of the 5 years of secondary education.**

Examination periods.

There are public examinations for a significant part of the school year, and parents should be aware of the dates and the impact of absence on revision periods leading up to examinations.

Year 10 GCSE There are Year 10 'mock' examinations in core subjects in December and March and for all subjects in June/July. **Work Experience** usually takes place at the end of the summer term.

Year 11 GCSE There are Year 11 'mock' examinations throughout the autumn and spring terms and for some subjects there are significant amounts of coursework to be completed by pupils during this time, with deadlines to be met. The GCSE examination period begins in March with some practical exams, including language orals, art and physical education. The main examination period extends from mid-May until the end of June.

Years 12 & 13 GCE There are two examination periods. In January some Applied General subjects may have exams. NGA (non-examined assessment, or coursework) will be completed by students throughout the year that contributes to their final grade. In May/June all subjects have examinations. Subjects have external assessments during both periods. There are mock examinations prior to these external examinations.