



## REQUEST FOR LEAVE OF ABSENCE

At Ridgewood we believe that outstanding attendance is important because it gives a student the opportunity to maximise their academic potential, as well as supporting their social, emotional and mental well-being.

98% attendance is seen as the target for all students. This means no more than eight half day absences in an academic year.

New government regulations mean that from 1<sup>st</sup> September 2013, schools are not allowed to grant any leave of absence during term time unless there are exceptional circumstances.

Therefore, we will mark any leave of absence taken for family holiday as G (family holiday not agreed). We will then consider whether a referral should be made to the Educational Investigation Service.

A referral is made to the ESS when an absence not deemed as being for exceptional circumstances is taken which lasts for a period of 5 days or more. This can lead to the issuing of a Fixed Penalty Notice of up to £120 per parent/Carer/Responsible Adult per child.

However, we still expect parents/carers who decide to take children out to inform us 28 days in advance of the Leave of Absence and any reason for this. Where you think there are exceptional circumstances, we will ask for documentary evidence to be provided where appropriate and a brief reason given on the reverse of this form.

If you have any queries, please do not hesitate to contact Mr. Ewing.

Please now complete all the information that is appropriate on the back of this form

Yours sincerely

Mr C Ewing  
Assistant Headteacher

Mrs R Cope  
Headteacher



Student Name..... Year..... Form .....

Date of Leave of Absence (start).....Until (end)..... (total days) .....

Exceptional Circumstance (Attach further information if required)

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

Print name of parent.....

Signature of Parent.....

Date.....

All those adults who have parental or caring responsibility for the child/children who are not named above can you please name below and if of a different address complete the address section

Name: .....

Address (if different from above)

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

Where there are exceptional circumstances, please attach a separate letter, with any documentary evidence in an envelope marked FAO Mr C Ewing, Assistant Headteacher.

Signature of Mr C Ewing .....  
Assistant Headteacher

**Absence:**      **Authorised**                              **Unauthorised**