



Statement Regarding Exceptional Absence Requests.

It is imperative that all Parents/Guardians carefully consider the impact of any request for exceptional absence on their child's education. There are many key points during the year that are just not conducive to time away from school: namely controlled coursework, national exams, rehearsals for group performances, revision, work experience and such. If you MUST submit a request for exceptional absence then we strongly recommend that you make enquiries with your child's Head of Year or Miss Warfield (Assistant Headteacher responsible for Attendance) prior to making any request to me or indeed making any bookings/financial commitment.

The attached form must be completed and submitted SIX weeks before the absence in order to give us ample time to consider the request and consult our calendar of events.

Mr Burgoyne
Headteacher



KESGRAVE PYRAMID REQUEST FOR EXCEPTIONAL LEAVE OF ABSENCE

The truth about good attendance.....

Increase your chances of achieving 5 A - C Grades*

94% attendance	= Very good chance of 5 A* - C Grades
93%	= Good chance of 5 A* - C Grades
92%	= Fair chance of 5 A* - C Grades
90%	= Less than 50% chance of 5 A* - C Grades
88%	= Less than 35% chance of 5 A* - C Grades
< 88%	= Less than 30% chance of 5 A* - C Grades

Did you know????

If your child achieves 80% over their 5 years of education they would miss an entire school year!

Approximate Days Absence in a School Year	
Attendance Rate	By End of School Year
100%	0
95%	10 days
90%	20 days
85%	30 days
80%	40 days

KESGRAVE PYRAMID REQUEST FOR EXCEPTIONAL LEAVE OF ABSENCE

Leave of Absence for a 'holiday' may be granted in the following circumstances but are still at the discretion of the Head Teacher. An application must be made, with appropriate evidence, four weeks in advance of the intended absence. Schools will consider authorising absence for;

- The Employer dictates the annual leave allowed – a letter of proof is requested
- Parents in the armed forces returning from overseas placement.
- Public Services such as Police, Fire and Health whose holiday is rostered and changes are unable to be made.
- Cultural issues for families returning to their homeland.
- Wedding of immediate family member
- Issue of self-employment has come to the fore of recent years; this would be assessed on an individual basis.

Considerations that are not deemed 'exceptional'

- Cost of the holiday is less in term time
- Prolonged holiday
- Absent parent/grandparent taking the child on holiday in term time
- Absences during public examinations and SATS tests.

The Education Attendance Service, on behalf of Suffolk County Council, will be issuing fixed penalty notices in the following situation where unauthorised absence occurs:

- Where a pupil has taken unauthorised holiday during term time
- Where a pupil has a block of unauthorised absence in any one school term

The penalty notice is payable to the Local Authority (details for payment will be contained in the Notice). The amount of the penalty is:

- £60 if paid within 21 days of receipt of notice **per child, per adult** (even if parents are separate, but have regular contact with child)
- £120 if paid before 28 days

PLEASE COMPLETE ALL DETAILS BELOW AND ATTACH AN EXPLANATORY LETTER.

Request for leave of absence from (school)

Name of Child/ren	Form Group/ Class	From	To	TOTAL SCHOOL DAYS

This request has also been made for the following siblings at another school:

Name of Child/ren	School

Signed (Parent/Guardian)

Date

To be returned to the Parent/Guardian (please complete)

Pupil's name:

Form Group/Class

Requested period of absence from: To

Signature or Parent/Guardian:

Date

Approved / Not approved by Headteacher: