



# NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP  
www.nineacrespri.iow.sch.uk 01983 522984  
Headteacher: Mrs E. Dyer BA Hons QTS, NPQH

Team Work Respect Aspiration Perseverance Caring Creativity Citizenship Courage Independence

**'Striving for Excellence'**

## APPLICATION FOR LEAVE OF ABSENCE

**ALL HOLIDAYS REQUESTED WILL BE RECORDED AS UNAUTHORISED ON YOUR CHILD'S ATTENDANCE. ALL UNAUTHORISED ABSENCE MAY INCURE A FIXED PENALTY FINE OF £60 PER PARENT, PER CHILD.**

New government guidelines stipulate that schools are NOT allowed to authorise ANY holidays taken during term time. Applications of leave will only be granted IF exceptional circumstances apply.

Absence from school impacts upon your child's learning & progress and puts them at risk of not reaching their full potential.

As parents you have a legal responsibility to ensure your child attends school on a regular basis.

**Your moral responsibility will help us to reach our attendance target for this year of 96%**

I am applying for leave of absence for my child ..... DOB .....

Year Group & Class .....

From (Dates) ..... to ..... Number of days absence required .....

For the purpose of .....

Full name of Parents / Carers .....

This leave of absence cannot be taken during the school holidays because .....

I also have children at (please insert name of school) .....

Signed ..... Parent / Guardian Date .....

## TO BE COMPLETED BY THE SCHOOL

### Attendance for the academic year 2016 - 2017

% Attendance	96 – 100%	90 – 95%	Below 90%
	Good Attendance	Below Average Attendance	Poor Attendance

### Current Attendance for this year 2017 – 2018

% Attendance	95 – 100%	90 – 94%	Below 90%
	Good Attendance	Below Average Attendance	Poor Attendance

Number of days removed from school this academic year – (Excluding illness) .....

**Having considered your request carefully, my decision is:**

Request Authorised ☐ (Number of days granted): ..... Request Unauthorised ☐

Reason .....

Signed ..... Headteacher Date .....

Refer to Education Welfare (EWS) for further action which may result in a fixed penalty fine or court action.

Yes ☐ No ☐

