

Rack House Primary School  
Yarmouth Drive  
Northern Moor  
Wythenshawe  
Manchester  
M23 0BT  
Tel :- 0161 998 2544  
Fax :- 0161 945 8735

Head Teacher Miss T A Wood B.Ed

## September 2012

Dear Parent / Carer

Good school attendance of all our pupils is very important. Children who miss even just a few days of school can easily fall behind and can sometimes find it hard to settle back in. We want all our children to attend school regularly so that they can make the most of the educational opportunities available to them and achieve their full potential. Although we understand how important it is for families to spend time together, we strongly request that you plan your holidays outside of school term time.

There is no automatic right to take leave in term time and it is only in exceptional circumstances that a request for holidays will be agreed. You should complete the Application for Leave of Absence form on the reverse of this letter and return to school at least 2 weeks prior to your planned date of departure.

The following points are taken into consideration regarding authorisation of leave of absence from school during term time:

- The reason for the leave and why it can not be taken in the school holidays
- The number of days requested
- Previous requests for leave in term time especially if attendance is below 97%
- The pupil's attendance and punctuality record
- The time of year
- The child's stage of education, any special educational needs they may have, their progress and the impact of leave on their learning

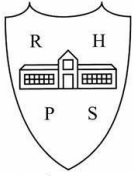
Our policy follows the guidance to schools given by Manchester City Council and the Government. You can ask for further information about this guidance at the school office.

It is important for you to know that you can receive a penalty notice of up to £120 for unauthorised absence from school during term time.

Like you, we want the very best start in life for your child and appreciate your support in this matter.

Yours sincerely,

P Stevenson  
Attendance Lead



**Rack House Primary School**

**APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL**

Regular school attendance is vital for your child’s educational progress. We expect all parents / carers to ensure that their children attend school whenever possible. Absences due to holidays taken in term time can impact on your child’s progress.

If you wish to apply for your child to be absent from school please complete this form and return it to school at least two weeks before your intended departure date. Requests for leave of absence will be considered in line with our policy and will not automatically be authorised.

If your child is absent from school because they are on holiday and this leave of absence has not been authorised or they do not return to school on the agreed due date, you may be issued with a Penalty Notice of £60 rising to £120.

**PARENT / CARER’S SECTION**

Surname of child \_\_\_\_\_ First Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Year Group \_\_\_\_\_

Surname of parent/carer \_\_\_\_\_ First Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Parent’s Mobile 1 \_\_\_\_\_ 2 \_\_\_\_\_

Reason for Request \_\_\_\_\_

Length of Absence (number of school days) \_\_\_\_\_ Destination \_\_\_\_\_

Date of Departure \_\_\_\_\_ Date due back in school \_\_\_\_\_

Emergency Telephone Contact in Manchester \_\_\_\_\_

Parent / carers signature \_\_\_\_\_

**SCHOOL SECTION**

Date of meeting with parent/s \_\_\_\_\_ Leave approved? Yes  No

Number of days approved \_\_\_\_\_ Headteacher’s signature \_\_\_\_\_

Number and date(s) of previous applications granted \_\_\_\_\_

School \_\_\_\_\_ Year \_\_\_\_\_ Duration of absence \_\_\_\_\_

School \_\_\_\_\_ Year \_\_\_\_\_ Duration of absence \_\_\_\_\_

Reason for refusal / authorisation (delete as appropriate):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_