

**APPLICATION FOR PUPIL LEAVE OF ABSENCE
IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME**

Name of Pupil(s)

Class(es)

Home address:

Telephone number:

I request permission for my child/children to be absent from school

From to Total number of school days

Exceptional circumstances for request:

(this section must be completed in full and against stated criteria)

Signature of parent/carer

Date

For school use only

Seen by headteacher (signature) Date

Decision reached

Date reply returned.....

Savile Park at Moorfield
Moorfield Street
Savile Park
Halifax
West Yorkshire
HX1 3ER
Tel: 01422 352844

Savile Park Primary School
Email: office@savilepark.calderdale.sch.uk
Headteacher: Mrs Jane Boylan, B.Ed (Hons)
Deputy Headteacher: Mr Jeffrey Kitchin, B.Ed (Hons), NPQH

Savile Park at Heath
Unit 3, Heath Campus
Free School Lane
Halifax
West Yorkshire
HX1 2PS
Tel: 01422 352844



Dear Parent/Carer of «chosen_forename» «chosen_surname»

As a result of reviewing pupil attendance data I am writing to inform you that «chosen_forename»'s attendance is «percentage_attendance»% which is below the Calderdale expected level of 96%. The Department for Education classes children who attend school for less than 90% of the time as persistent absentees.

I appreciate that much of the absence is authorised due to your Holiday request, this indicates that you have communicated with school and provided acceptable reasons for the absence. However, the concern for your child is the amount of school time they are missing and the negative impact this is likely to cause on their academic progress.

«chosen_forename»'s attendance will be monitored closely over the next 6 weeks and we would expect to see an improvement . If you are having any difficulties getting your child to school or have concerns regarding this letter, please do not hesitate to contact the school Attendance Officer, Miss Bradley.

Yours sincerely

Jane Boylan
Headteacher



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I am aware that much of the absence is due to an unauthorised holiday. The concern for your child is the amount of school time they are missing and the negative impact this is likely to cause on their academic progress.

«chosen_forename»'s attendance will be monitored closely over the next 6 weeks and we would expect to see an improvement . If you are having any difficulties getting your child to school or have concerns regarding this letter, please do not hesitate to contact the school Attendance Officer, Miss Bradley.

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I appreciate that much of the absence is authorised due to illness; this indicates that you have communicated with school and provided acceptable reasons for the absence. However, the concern for your child is the amount of school time they are missing and the negative impact this is likely to cause on their academic progress.

Please remember that children can come to school when suffering from a minor illness. We would always inform parents if their child became too ill to stay in school. If necessary antibiotics which have been prescribed for your child, by a doctor, can be administered during the school day. A form is available to facilitate this from the office at both the Heath and Moorfield sites.

«chosen_forename»'s attendance will be monitored closely over the next 6 weeks and we would expect to see an improvement . If you are having any difficulties getting your child to school or have concerns regarding this letter, please do not hesitate to contact the school Attendance Officer, Miss Bradley.

Yours sincerely

Jane Boylan
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