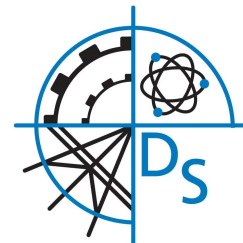


Denefield School

Working together for success

Long Lane, Tilehurst, Reading, RG31 6XY
www.denefield.org.uk Tel: 0118 9413458 Fax: 0118 9452847
Headteacher: Mr G Whiteford



DENEFIELD SCHOOL

REQUEST FOR LEAVE OF ABSENCE

'Regular attendance is crucial to raising and maintaining high attainment. If pupils do not come to school, they cannot learn what is taught in a lesson, practise what has been taught or improve on their performance. There is a clear correlation. Pupils who attend regularly achieve more highly'

OFSTED framework section 4.3

- Education at school is a once in a life time opportunity.
- Please would you **SERIOUSLY** consider the effect that taking time out of school will have on your child's academic progress.
- If you consider it impossible to arrange for holidays to be taken within the 13 weeks already available, would you complete and hand this form in **BEFORE A HOLIDAY BOOKING IS MADE**.
- Holidays are less likely to be authorised if a student's attendance record is not in line with the school's expectations.
- Absences will **NOT** be authorised if the proposed absence falls during a year group exam week (see parents calendar) or at any time during Years 11, 12 and 13. If authorisation is not given and you take the absence anyway, this will be recorded as 'unauthorised absence' and the Education Welfare Officer will be informed. **THE DATES FOR THESE EVENTS HAVE BEEN PUBLISHED AND DISTRIBUTED ON THE SCHOOL CALENDAR.**
- Unauthorised holidays may result in a Fixed Penalty Notice being served.

G Whiteford
Headteacher

Please complete and return this form **AT LEAST SIX WEEKS BEFORE** the proposed absence.

I/We have read and understood the information and guidance provided.

Signed: _____
Parent/Guardian

Date: _____



Specialist Schools
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THE SCHOOLS NETWORK™



1. Name of Student: _____ Tutor Group: _____
Tutor: _____

2. Reason for absence: (if not a holiday)

3. Reason for arranging during learning time:

4. Proposed date of start of absence: _____

Proposed date of return to school: _____

Number of school days missed: _____

Name of parent/carer accompanying child on holiday: _____

5. Head of House approval/suggested reason for denying approval:

<p>% Attendance</p> <p>Signed: Head of House</p> <p>Date:</p>

6. Headteacher's approval/reason for withholding approval:

This procedure has been established by reference to Regulation 8(3) and 8(4) of the Education (Pupil Registration) Regulations 1995 (SI No 2089) and to School Attendance – Policy and Practice on Categorisation of Absence (DfEE 1994).

Circulation list	JNK	HoH	DWE	WFD	JNK – copied to parent/carer + HoH
Date signed					