



PORTCHESTER SCHOOL

A SPECIALIST SPORTS COLLEGE

Motivate... Encourage... Achieve...

HOLIDAY/ABSENCE REQUEST IN TERM TIME

Dear Parent

Before requesting a holiday/absence you need to think about:

- The lessons your child will miss.
- The difficulty your child will have catching up with lessons and/or coursework.
- The effect it will have on their academic progress.
- The school can refuse permission for you to take your child on holiday during term time.
- Have you checked there are no CATS, SATS or internal exams etc. during the time you are requesting, holiday will not be authorised if this is the case.

If you still wish to proceed with the request for absence from school for your son, please complete the application overleaf.

I would be grateful if you would read through our guidelines below for your information.

Please do not hesitate to contact me if you wish to discuss this matter. My direct number is 01202 309841, extension 225.

Yours sincerely

Miss Vincent

Attendance Officer

After receiving your request we will consider the following:

- Portchester School's policy in relation to 'leave of absence during term time' is obtained directly from DfES guidelines.
- Portchester School cannot legally approve more than 10 days holiday in one academic year unless it is very exceptional circumstances and will not agree to holiday during yearly internal exams, SATS time, year 10 and 11.
- **Please note we do not authorise any holiday to students with attendance below 94%.**
- Each request for absence is considered individually.
- When considering a request we take into account the age of the child, the time of year, the proposed trip and its nature, the overall attendance of the child, the child's stage of education and progress.
- We are not obliged to grant a leave of absence.
- We may agree the absence but, if the request is over the official 10 days, the extra days will be marked as unauthorised absences.
- If Portchester School does not agree to the request and the pupil is absent during the request period, the absence will be classed as unauthorised. The Headteacher may ask the EWS (Education Welfare Service) to issue a penalty notice which carries a fine of £50 to £100 per parent per child.
- If the child fails to return after the agreed absence, unless there is a good reason such as illness, unforeseen delay at the airport etc, this will also be classed as unauthorised absence.

Headteacher: C Bradey
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APPLICATION FOR LEAVE OF ABSENCE FROM PORTCHESTER SCHOOL
BOURNEMOUTH BOROUGH COUNCIL – EDUCATION DIRECTORATE
Education (Pupil registration) Regulations 1995 Regulation 8

Name of Child / Children Form.....

Absence from..... to(Inclusive)

Total School Days requested off

Signed..... Dated.....
A parent with whom the pupil usually lives

Parents will understand the importance of regular education and it is hoped that requests for absence for holidays will only be made when there is no alternative available, therefore some explanatory reasons for the absence should be given in the space provided below.

Explanatory Reasons

(A request will not be considered without a detailed explanatory reason why the absence must be in term time)

education

Bournemouth

SCHOOL USE

APPLICATION FOR LEAVE OF ABSENCE FROM PORTCHESTER SCHOOL

Name(s) of child/children..... Form.....

Your recent request has been **APPROVED/NOT APPROVED** for these dates.....

Reason for refusal is:

Signed..... Dated.....
On behalf of the Governing Body of the School