



Application for Leave of Absence for a School Pupil during Term Time (All Kempston Schools)

Good attendance is essential if children are to make good progress with their learning and establish good habits for the rest of their lives.

The schools within Kempston have an agreed attendance target of 95% and aim to achieve this by operating an attendance policy within which everyone living in Kempston, children, staff, parents, Governors and the Education Welfare Service can work in partnership.

Kempston schools are concerned about the number of requests we receive for leave during term time and the effect taking such holidays has on a pupil's education. As a result we have agreed a joint policy for such requests. Term time holidays have a detrimental effect on a child's education and achievement and if coupled with unavoidable reasons for absence such as illness, will result in pupils not achieving the 95% attendance target we have set.

Kempston Schools will code all holiday applications in term time 'unauthorised' unless there are special circumstances.

As a parent/carer you should complete this form at least 4 weeks before the date you want the period of absence to start.

Students full name		
Date of Birth	Year Group	Form/Class
Date of first day off school		Date returning to school
Number of days requested		Provide details of any travel companions / siblings attending other Kempston Schools
<p>Please give details of any exceptional circumstances (Please note this section must be completed otherwise the leave will be automatically unauthorised).</p>		