



BLOSSOMFIELD
— Infant School —

September 2016

Dear Parents/Carers

Absence from School & Request for Leave of Absence

If your child is away from school due to **illness** or other **unforeseen** circumstances, please remember to notify us by phoning the school office on the **first day** of absence by 9.00am.

May I take this opportunity to remind you that legislation passed in 2013 prohibits a Headteacher to grant leave of absence to a pupil **except** where an application has been made in advance and the Headteacher considers that there are **exceptional circumstances** relating to the application. The term 'holiday' has been replaced by 'a request for leave of absence'. All leave of absence requests will be unauthorised unless the circumstances are exceptional. Therefore, it is extremely difficult to authorise term time holiday.

All leave of absence must be requested in advance by completing a Leave of Absence Request form, and providing any supporting evidence regarding the exceptional circumstances. This must be submitting it at least **10 school working days** before the date of the request. This form is available from our website or from the school office. Permission needs to be granted for all absences including days of religious observation.

If a Head Teacher does not grant the leave of absence request but parents/carers still decide to go ahead, the pupil absence will be marked as unauthorised. Unauthorised absences may be referred to Solihull MBC and result in a Penalty Notice payable up to £120 fine for failure to comply with the law.

For further information, our School Attendance Policy is available on our website at www.blossomfield.solihull.sch.uk.

Please see the chart below detailing the impact that absence from school has on your child's education.

Yours sincerely

M B Farkas
Headteacher

HEADTEACHER: M B FARKAS
EASTCOTE CLOSE • SHIRLEY • SOLIHULL • WEST MIDLANDS • B90 3QX
TELEPHONE: 0121 744 5522
Email: office@blossomfield.solihull.sch.uk



ABSENCE FROM SCHOOL

Look at the impact every single day off school has on your child's attendance- including illness, lateness. Non-attendance at school means that your child will not achieve to the best of their ability and that in turn will impact on their life chances.

DAYS	PERIOD OF ABSENCE	ATTENDANCE %
1	1	99.5
2	2	99
3	3	98.5
4	4	98
5	1 WEEK	97.5
10	2 WEEKS	95
15	3 WEEKS	92.5
20	4 WEEKS	90
25	5 WEEKS	87.5
30	6 WEEKS	85
35	7 WEEKS	82.5
40	8 WEEKS	80