



APPLICATION FOR LEAVE OF ABSENCE FOR PUPILS 2019/2020

Updated September 2019

Parents will know that regular attendance at school is necessary for all boys to make good educational progress. Accordingly, we are unlikely to authorise absence in term time other than for the purpose of religious observance when a reasonable but limited number of days will be approved in a school year. We expect family holidays, for example, to be arranged in the school holiday periods. **If unauthorised absence exceeds 3 days the London Borough of Redbridge may issue a Penalty Notice. The Penalty Notice will be based on the government tariff of £60 per parent, per child rising to £120 after 21 days but to be paid by day 28.**

Parents should also be aware that a pupil's name may be removed from the school register if that pupil has been absent for ten days or more. **Please be aware that leave is unlikely to be authorised except in the most exceptional of circumstances.**

SCHOOL TERM AND HOLIDAY DATES 2019/2020

AUTUMN 2019

Term	Monday 2 nd September 2019	-	Friday 18 th October 2019
Half-term	Monday 21 st October 2019	-	Friday 25 th October 2019
Term	Monday 28 th October 2019	-	Friday 20 th December 2019

SPRING 2020

Term	Monday 6 th January 2020	-	Friday 9 th February 2020
Half-term	Monday 17 th February 2020	-	Friday 21 st February 2020
Term	Monday 24 th February 2020	-	Friday 3 rd April 2020

SUMMER 2020

Term	Monday 20 th April 2020	-	Friday 22 nd May 2020
Half-term	Monday 25 th May 2020	-	Friday 29 th May 2020
Term	Monday 1 st June 2020	-	Monday 20 th July 2020

All requests for leave of absence **MUST** be made in advance and supported by relevant evidence e.g. return travel documents (not inoculations), music exams, county cricket match, driving test confirmation etc.,

Requests for Leave of absence for religious observance **MUST** be notified in advance

Please complete the tear-off form if you wish to apply for leave of absence for your child.

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HOH initial

Please show this to your Head of House (HOH) to initial. The Head of House initial does not authorise leave of absence. Leave of absence may only be authorised by the Deputy Headteacher in agreement with the Headteacher in the most exceptional of circumstances.

I wish to apply for leave of absence for **(please print name):**Form:

From: to: Number of days to be missed:

Please give the full reason for asking for leave of absence in term time.

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Signature of Parent/Carer: Date:

Deputy Headteacher signature

cc House Tutor Head of House File Register

Non contact days/School INSET days

Monday 2nd September 2019 Tuesday 3rd September 2019 Thursday 31st October 2019

Friday 14th February 2020 Monday 20th July 2020

The above dates are inset days; therefore students will not be in school on these days.