

LEAP INTO A POOL OF LEARNING

Sennen, Penzance, Cornwall TR19 7AW

Tel/Fax: 01736 871392

Headteacher: Mrs N Smith

e-mail: [secretary@sennen.cornwall.sch.uk](mailto:secretary@sennen.cornwall.sch.uk)

LEAVE OF ABSENCE DURING TERM TIME

(Please read the reverse of this for before completing. A copy of our attendance policy can be found on our website.)

The school requires you to fill in the form to ensure we know why our pupils are absent. This forms part of our safeguarding procedures.

Section A

Child(ren)'s Name \_\_\_\_\_

Class \_\_\_\_\_

First day of absence from school \_\_\_\_\_

Last day of absence from school \_\_\_\_\_ Total number of days absent \_\_\_\_\_

Please explain why you are requesting leave during term time

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section B

I have read the attendance policy and have still decided to take my child(ren) out of school. The information I have given on this form is correct.

Signature of parent or carer \_\_\_\_\_ Date \_\_\_\_\_

Section C – For school use only

Child's attendance to date

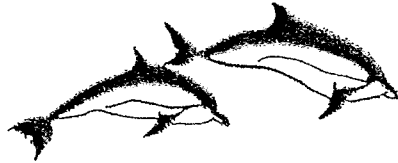
Authorised

Code \_\_\_\_\_

Unauthorised

Headteacher's signature \_\_\_\_\_ Date \_\_\_\_\_

SENNEN SCHOOL



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Dear Parent/Guardian,

### **Taking Holiday in Term Time**

Before you request to take your child out of school during term time, I would be grateful if you could take the time to read the following:

#### **The value of regular attendance**

Your child needs to attend school regularly, especially to gain qualifications for their future employment. This may seem a long way off at the moment but it is so important that we work together to lay guidelines for your child's future. Research shows that pupils perform better if their parents and carers emphasise the importance of attending school.

#### **Your legal responsibilities**

You have a legal duty to make sure your child attends school regularly and punctually. The school and the local education authority monitor your child's attendance and will take action if it is poor.

The school year is very short. There are only 190 days on which lessons occur and any absence during this time will affect your child's progress and attainment. The Government expects your child to attend school for 190 days and requires the Headteacher to make sure they do. We publish the dates of school terms well ahead to help you plan your holidays so when you book a holiday you can ensure that it does not clash with the school term.

**Please do not plan a holiday in term time if you can possibly avoid this.** I do understand it is difficult for some families but hope to work together with parents as far as possible to maximize every child's attendance.

If you still wish to remove your child from school, please complete the attached form and return it to the office at least two weeks prior to your intended holiday dates. Where possible liaise with your child's teacher to ensure some school work is continued while you are away.

Yours sincerely  
Nichola Smith, Head teacher