



Application for Leave of absence in term time

(see Our Attendance Policy for detailed information)

Attendance	Category	Lost Learning
100%	Excellent Attendance	Fantastic attendance and learning
95 - 99%	Good Attendance	Up to 9 days of school missed and approximately 50 lessons
90 – 95%	Poor Attendance - At risk of being Persistently Absent	Up to 19 days of school missed and approximately 100 lessons
80% - 90%	Persistently Absent	85% = 29 days and 150 lessons 80% = 38 days and 200 lessons
Below 80%	Persistently Absent (Under 50% - Severe Absence)	75% = 38 days and 250 lessons

Parent's section:	
Today's date:	
Name of child/children:	
Year/class:	
Name and school of any siblings not at Crossflatts applying for term time leave:	
Application of leave dates; Last day of school and first day back:	
Number of days of term time leave:	
Reason for absence and destination:	
Parents/carers name:	
Parent/carers signature:	

School's section	
Date:	
Leave of absence authorised:	Dates that are approved
	Dates that are not approved
Headteacher's signature:	
Letter sent	In school diary

