



Headteacher  
Debbie Smith B.Ed, NPQH

# Sandhurst School

the opportunity to succeed

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## LEAVE OF ABSENCE FORM

Please complete and return to your child's tutor

The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

|  |                 |                           |
|--|-----------------|---------------------------|
| Student name:                            | Date of birth:  | Class/Form/Year           |
| Home address:                            |                 |                           |
| First date of absence:                   | Date of return: | No. of school days absent |
| Exceptional reason for absence:          |                 |                           |
| Name of parent (who child resides with): |                 | Home telephone number:    |
| Mobile no.                               |                 |                           |
| Email address:                           |                 |                           |
| Signature of parent:                     |                 |                           |

### FOR HEADTEACHER

|   |                                  |
|---|----------------------------------|
| <b>Date received:</b>   |                                  |
| <b>Current attendance: %</b>                                    | <b>Last year's attendance: %</b> |
| <b>Exceptional reason accepted:</b> Yes      No                 |                                  |
| <b>Name and signature:</b>                                      | <b>Date parent informed:</b>     |
| <b>This absence has been    AUTHORIZED    /    UNAUTHORIZED</b> |                                  |



Would you prefer to receive your letters by Email? If so, please notify the school and provide us with your Email address

Dear Parent/Carer

At Sandhurst we have a strong record of excellent attendance and we want to continue to build on this.

At the end of each term the Attendance Trophy is awarded in the School Assembly. This is awarded to the House with the highest percentage attendance. Individuals and tutor groups are rewarded for excellent attendance more regularly throughout the year.

Attendance is important because all the research shows us that frequent absence from school leads to reduced life chances in terms of exam success, maintaining friendships and job opportunities as well as increased risk in becoming involved in crime.

We aim for an attendance of 96% or over for all our students. We do understand that for some students with ongoing serious medical needs this may not be possible but endeavour to support these students and their families to achieve their best possible attendance.

The table below demonstrates the impact of absence in terms of days, weeks and even lessons.

| Attendance during one school year | Equals this number of days absent | Which approximates to this many weeks absent | Which means this number of lessons missed |
|-----------------------------------|-----------------------------------|--|---|
| 90%                               | 19 days                           | 4 weeks                                      | 100 lessons                               |
| 80%                               | 38 days                           | 8 weeks                                      | 200 lessons                               |
| 70%                               | 57 days                           | 11.5 weeks                                   | 290 lessons                               |

#### Absences during term time

There is not a legal entitlement to time off for a holiday during term time. Government guidelines say that a leave of absence may only be granted in exceptional circumstances.

- Parents must request leave as far in advance as possible
- Applications to be made in writing on the school's 'leave of absence form', giving the reason for the request

Bracknell Forest Council, through the Education Welfare Service will consider the issue of a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

As of 1<sup>st</sup> September 2013, the rate per parent per child will be £60 if paid within 21 days and rising to £120 if paid between 22 and 28 days.

If the penalty notice is not paid, each parent may be liable to prosecution at the Magistrates Court, and, if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1000 plus costs.

Request for leave of absence during term time should be made on the form attached to this letter and returned to school at least seven days before the leave is required. Absence can only be authorised by the Headteacher within the boundaries set by the Education Act.

*D Smith*

**Debbie Smith**  
Headteacher



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