



*“Learning in mind,
community at heart”*

Lodge Farm Primary School
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Headteacher: Helen Turner

LEAVE OF ABSENCE REQUEST

“Every Lesson Counts”

There is a strong correlation between good attendance and good achievement at school and clearly we want all our children to leave Lodge Farm with the best life chances possible. School is important and whilst we fully appreciate how expensive a holiday can be, we cannot condone holiday during term time.

Children find it very difficult to catch up on the learning they have missed and in the longer term this can have a negative impact on their progress. Also, what message are children being given about the value and importance of going to school if holidays are taken frequently?

May we remind you that if your child’s attendance falls below 85% they are now classed as a “persistent absentee” and their attendance will be monitored by our Attendance Improvement Officer. The Government expectation is for every child to attend school at least 95% of the time.

Please be aware that, in line with the attendance policy, Fixed Penalty Notices will be issued if your child has more than 15 sessions of unauthorised absence over 2 consecutive terms. (Previous good attendance is not taken into account when issuing these Fixed Penalties).

As a parent or carer you should still fill in this form if you want to take your child out of school during term time to go on an annual holiday. Please return this form to the office for our records.

Please be advised that _____ (Name of child). Class _____

will be absent from Lodge Farm School

from _____ (date), to _____ (date).

in order to take part in an annual holiday. I understand that this will be recorded as unauthorised absence.

If there are any exceptional circumstances you feel we should be aware of, please detail below and continue overleaf if necessary. Please be advised that exceptional circumstances will be considered individually and will not automatically mean that your request is authorised.

Signature of Parent/Carer _____ Date _____

For office use only

Headteacher’s Signature:

| No. of sessions to date | No. of sessions (this occasion) | No of sessions unauthorised | Letter Sent |
|-------------------------|---------------------------------|-----------------------------|-------------|
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