

Headteacher: Adele Slinn, B.A. (Hons.) NPQSL, NPQH.

Notification of Absence

ON TRACK = 96% and above

AT RISK = 90% - 95.9%

OFF TRACK = 89.9% and below



Leave of Absence requests during term time
 Parents are requested **NOT** to arrange family holidays during term time. Where this is unavoidable, requests for holiday leave of absence should be made on this form and an appointment made with the Headteacher, well in advance of the date.
Please be aware of the impact of missing school (see YBA Attendance Ladder for further information)

Pupil Name: _____ **Form:** _____

Date of LoA start: _____ **Date returning to school:** _____

Reason for absence: _____

Parent/Guardian Signature: _____ **Headteacher:** _____

For Official use only

Number of days requested: _____ **Date:** _____

Current Attendance: **Any previous holidays taken?** _____
 (include dates) _____

Date of Meeting with Headteacher: _____

Code given: _____ **Attendance Officer Signature:** _____