



GLENWOOD SCHOOL
Washington Road, Emsworth, Hampshire. PO10 7NN

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Headteacher: Mrs J Payne BSc (Hons), NPQH
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15th September 2022

Dear Parents/Carers

HOLIDAY REQUESTS

As you may already be aware, requests for Leave of Absence are considered on an individual basis and authorised by myself according to the reason/nature of the exceptional circumstance that you have disclosed on the request form.

I write to advise that as part of the school's efforts to increase our pupil's individual attendance and that of the overall school's attendance, I will be taking into consideration your child's current attendance percentage along with the special circumstances in which you have decided to take your child out of school during term time.

If your child's attendance does not reach the satisfactory level of 94% attendance (as regarded by the Department of Education), I will decline the request based on my decision that it is in your child's best interest for them to be in school to receive their education and achieve their full academic potential whilst here at Glenwood School.

If you then decide to take your child out of school we will consider this to be an unauthorised absence which will be recorded on your child's attendance record and could result in the Local Education Authority issuing a fixed penalty notice.

Please see the reverse of this letter for a table of information of how absence from school affects your child's attendance.

Yours faithfully

Mrs J Payne
Headteacher



A University of Chichester
ITT Partner School



Days off school add up to lost learning

<p>175 <u>NON</u> SCHOOL DAYS A YEAR</p> <p>175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments</p>					
<p>190 Days for your child's education each year</p>	<p>10 Days absence each school year = 180 days in education</p>	<p>19 Days absence each school year = 171 days in education</p>	<p>29 Days absence each school year = 161 days in education</p>	<p>38 Days absence each school year = 152 days in education</p>	<p>47 Days absence each school year = 143 days in education</p>
<p>100% - 95% Attendance</p>		<p>90% - 85% Attendance</p>		<p>80% - 75% Attendance</p>	
<p>Good attendance gives your child the best chance of academic achievement</p>		<p>Your child's attendance is a concern and it makes it harder for your child to make good progress in their education</p>		<p>Your child's attendance is a serious concern to us and they will find it very difficult to achieve their potential in their education</p>	