



Wentworth

Primary School

Headteacher: Mr L. Pollock BA, (Hons) NPQSL
Deputy Headteacher: Miss E Cooper Bsc, PGCE

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

It is necessary for the approval of the School Governors to be obtained for a child's absence from school **before leave of absence commences**.

The parent or guardian is requested to complete this form and forward it, **four weeks** before the proposed period of absence, to the Headteacher.

- Each application will be considered individually. The school does not operate a 'blanket approval' policy for requests.
- Leave will not be authorised during the time when national testing is being undertaken or at the beginning of the new academic year in September.
- It is the parents' responsibility to ensure that they have received notification in writing of their request from the office.

Please visit our Policies, Statements and Reports page on the school website:
www.wentworthonline.co.uk/policies and click on Leave of Absence Letter or scan on the QR code below to request any leave of absence.



Wentworth Drive, Dartford, Kent DA1 3NG Tel: 01322 225694/220451
Email: Headteacher@wentworthonline.co.uk
Website www.wentworthonline.co.uk



Artsmark
Silver Award
Awarded by Arts
Council England



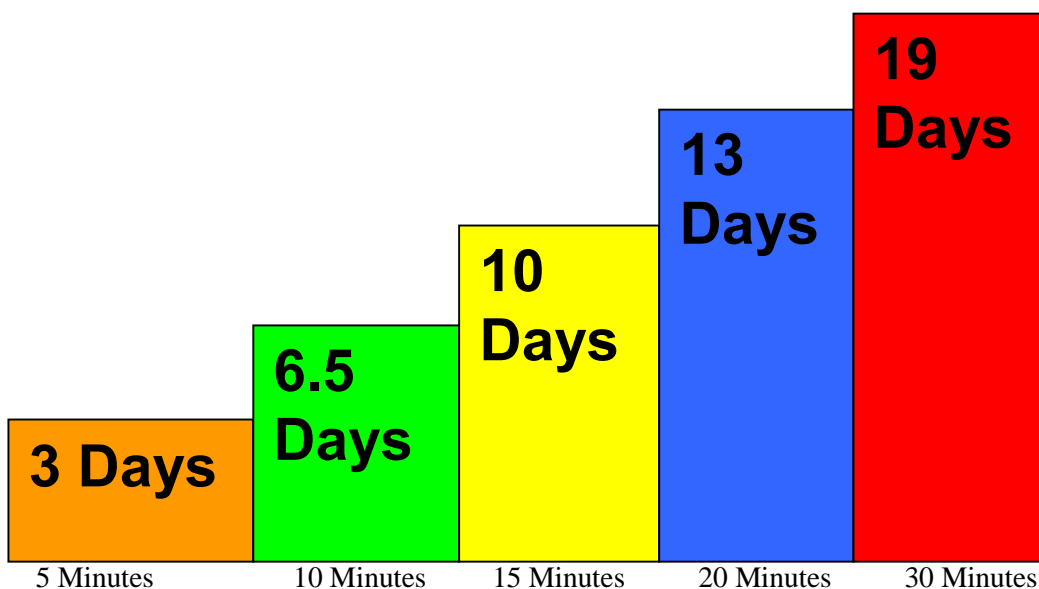
Attendance & Behaviour Service

Days off School add up to lost learning

175 NON SCHOOL DAYS A YEAR		175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments			
190 Days at school	10 days absence	19 days absence	29 days absence <i>Half a term missed</i>	38 days absence	47 days absence
180 Days at school	171 Days at school	161 Days at school	152 Days at school	143 Days at school	134 Days at school
100%	95%	90%	85%	80%	75%
GOOD! Best chance of success Gets your child a flying start		WORRYING Less chance of success Makes it harder to progress		SERIOUS CONCERN Not fair on your child Court Action	

Being late adds up to a loss of learning

- If you are 5 minutes late every day that adds up to over 3 days lost each year.
- 15 minutes late is the same as being absent for 2 weeks a year.



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