

Please find below the Cheshire West & Chester Council calculation chart for leave of absence. The table will be used by your Headteacher when completing the form overleaf.

Calculation Chart – Authorisation of Holidays in Term time			
The merits of each individual request should be evaluated by providing answers to <u>ALL</u> the following questions and scoring accordingly....			
	Points Possible	Points allocated	Total
What stage of their education is the pupil in question at?	Children or young people of Compulsory school age in any year group = 3 points Children or young people of non-compulsory school age in any year group = 2 points		
What is the level of attendance of this particular pupil?*	70% to 80% = 4pts 80% to 85% = 3pts 85% to 93% = 2pts		
How close are they to a major exam or SATS assessment?	More than 16 wks = 1pt 8 – 16 weeks = 2pts 2 – 8 weeks = 3pts less than 2 weeks = 4pts Exam & SATs period 8pts		
How much holiday leave has already been authorised in current academic year?***	8 or more = 4pts 5 to 7 days = 3pts 2 to 4 days = 2pts 1 to 3 days = 1pts		
Any special mitigating circumstances/ aspects of the holiday which can be classed as part of that pupils curriculum requirements (& work set to satisfy these) as below:	Subtract 2 points from total.		
Details of mitigation ...			
<b>DELETE WHERE APPROPRIATE:- REQUEST APPROVED / REQUEST DENIED</b>			
N.B. Leave for Family Holiday where the Total number of points exceeds 8 <u>should not be authorised by the school</u> . The only variation to the above would be where there are, in the opinion of the Head Teacher 'exceptional circumstances.' (incl. religious and cultural considerations)			

### Every Minute Counts

<b>Lateness = Lost Learning</b> * (Figures below are calculated over a school year)	
5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!

**Danger Zone:** As few as 19 missed days over the school year reduces your chances of success.