

## Request for leave of absence

Pupil(s) Name(s): \_\_\_\_\_ Form: \_\_\_\_\_

Parents/Carers need to be aware that if a holiday is not authorised by school a fixed penalty notice may be considered.

**Please complete the request for your child's leave of absence**

Please outline the exceptional circumstances for the leave of absence? ( <b><u>ATTACH EVIDENCE TO SUPPORT YOUR APPLICATION – eg letter from employer</u></b> )	
Would your child miss any national tests or examinations?	<b>Yes/No</b>
Is his/her attendance already below 93% or a previously agreed individual target?	<b>Yes/No</b>
Has (s) he already had leave during term-time during this academic year?  Please give previous dates?	<b>Yes/No</b>
Did (s)he take leave of absence during term-time in the previous year?	<b>Yes/No</b>

**1<sup>st</sup> day of absence:** \_\_\_\_\_

**Last day of absence:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Parent/Carer \*delete as necessary**

**Date:** \_\_\_\_\_

**To be completed by school:**

Absence will be granted as

**Authorised  
Unauthorised**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mr K Maddocks (Vice Principal) on behalf of the Principal**

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## **IMPORTANT INFORMATION**

September 2016

Dear Parents/Carers

### **Term Time leave in Exceptional Circumstances**

In order that St Helens children and Young People are able to maximise their full potential it is essential that they attend school and college as regularly as they are able.

The council wishes to work alongside you in ensuring that attendance remains a key priority.

In order to support your child please remember that term time holidays are not a right, and that leave in term time will only be granted in **exceptional circumstances**.

Taking your child on holiday during term time interrupts the continuity of learning to both your children's education and the other pupil's in the class. With the pace of progress in classrooms today "catching up" is usually not possible.

Good attendance is particularly important in all year groups, especially when students are studying for GCSE's

### **Protocol for Requesting Term Time Leave**

- Permission for such authorised absence must be requested in writing to the Principal.
- Requests must be made at least **six weeks prior** the proposed leave of absence.
- If you have children in more than one year group, you must make the request for all students separately
- Within your letter of request you must outline the \*exceptional circumstances\* for the request, and where possible support this with written evidence.
- The Principal, in line with the Local Authority and School Policy, will make a decision to authorise the request or not – this response will be in writing.
- Depending on the circumstances, the Local Authority may issue a Penalty Notice in respect of non-attendance.
- You can find more information by visiting our website or the DfE website

Thank you, for both your time in considering this letter and co-operation in ensuring your child's/children's attendance at school remains a high priority.

Yours sincerely

Mr K Maddocks  
Vice Principal

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