

# Solway Community School

## LEAVE OF ABSENCE REQUEST

New guidance has been issued to schools regarding absences from school, in particular holidays in term time. Since September 2013 Headteachers have not been able to authorise term time absence except in exceptional circumstances, which would not normally be for holidays. From February 2016, I am further required to inform all parents that a fixed penalty notice may be issued if unauthorised absence is taken, and indeed parents should be aware that they would be committing a criminal offence. There are particular circumstances in which this may happen:

- If there have been 5 consecutive days or more of unauthorised absence over one academic year  
AND
- If the student's attendance is below 95%
- If the holiday is in September, or was taken during exams
- Is the second leave taken in any academic year
- The pupil is in year 6 or 11

I know that all parents try not to take their children out of school during term time; clearly such absences are detrimental to their learning. I am also aware that there are sometimes mitigating circumstances. If you wish to request a leave of absence, please complete this form and send it in to school, together with a letter which explains the exceptional circumstances and why the leave of absence is required (for example where parents' seasonal work prevents them from taking time off in school holidays).

Please do not hesitate to contact the school office if you have any questions.

Pupil Name .....

Will be absent from school starting on M / Tu / W / Th / F..... (Date, month)

And returning to school on M / Tu / W / Th / F..... (Date, month)

I have included a letter which explains the exceptional circumstances Yes / No

Date ..... Signature of Parent or Guardian.....

This form should be completed by the parent or guardian and forwarded to the Head teacher as soon as possible before the period of absence.

### School Use

Authorisation  Given Date: .....

Declined