



## HAGLEY CATHOLIC HIGH SCHOOL



### APPLICATION FOR PLANNED LEAVE OF ABSENCE DURING TERM TIME

The Government has implemented new legislation, effective from the 1 September 2013, which means that requests for planned leave of absence during term time cannot be authorised except in exceptional circumstances.

The amendment makes it clear that Headteachers may not grant **any** leave of absence during term time unless there are 'exceptional circumstances', and Headteachers should determine the number of school days a child can be away from school, even in these exceptional circumstances.

There is no legal right for parents/carers to take their child out of school for a family holiday during term time; however, it is possible to make an application to do so under exceptional circumstances (the Education Pupil Registration Regulations 2013). Agreement to each application is at the discretion of the Headteacher. Any application is unlikely to be approved if there are existing concerns about a child's attendance.

If you believe that there are exceptional circumstances that warrant the need to take your child out of school during term time, please complete this form and return it to school providing at least six weeks' notice before the proposed start of the absence and before booking a holiday. It is very unlikely that Leave of Absence for a holiday in term time will be granted.

Please note, parent/carers can be fined for taking their child on holiday during term time without consent from the school. If leave is taken after permission has been withheld then this will be recorded as unauthorised absence. Unauthorised absence can result in the involvement of the Local Authority/Education Investigation Service who may issue a Penalty Notice for £60 to each parent for each child taken out of school.

As a parent/carer you are strongly urged to avoid taking your child out of school during term time. Please note the following before applying for leave of absence from school:

Term time holidays will not be authorised unless there are exceptional circumstances which might justify it.

Each request for absence is considered individually. If the request is considered to be 'exceptional' we will still take the following into account when considering the request. The age of the child, the time of year, the proposed trip and its nature or purpose, the student's ability to catch up on work missed and their educational needs, the overall attendance of the student historically and currently, their current levels of progress and the length of the absence requested.

Exceptional leave is not: availability of cheap flights and or holidays, availability of desired accommodation, parent/carer work commitments, poor weather experienced during school holiday periods, overlap with the beginning or end of term/half term, day trips, weddings, holidays booked before checking with school.

A student missing 2 weeks of education to go on holiday will miss approximately 50 hours of learning. Some students never manage to catch up; this will have an adverse effect on their academic progress.

Attendance and attainment are linked, statistics prove having an attendance percentage less than 90% can lead to a student dropping a GCSE grade, for example a C grade to a D grade.



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I request that the following student:

Name of child: .....

Tutor group: .....

be granted leave of absence from Hagley Catholic High School from

..... to .....

Total number of school days absent (excluding weekends) ..... days.

My child's current percentage of attendance is .....%

Previous term time absence already taken including illness & appointments

..... days.

I request to apply for my child to be absent from school during term time because:

.....  
.....  
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.....  
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Signature parent/carer..... Date.....

Permission granted Yes/No Registers noted Yes/No Reply letter Yes/No

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SCHOOL USE:

APPLICATION FOR LEAVE OF ABSENCE FROM HAGLEY CATHOLIC HIGH SCHOOL

Name of child..... Tutor Group.....

Your recent request for leave of absence for these dates.....  
has been **APPROVED / REFUSED**.

Signed .....

Dated .....