



New Mills School

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

This form should be completed and signed by the parent or person having charge of the student. It should be returned to the Assistant Headteacher, Behaviour, Attendance and Welfare, BEFORE the commencement of the period of absence and BEFORE making any bookings regarding the absence.

The 2013 regulation amendments make clear that headteachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head Teacher and the Governing Body will determine what the exceptional circumstances are.

PLEASE NOTE:

- In line with DFE policy, the school's position is that leave of absence in term time will only be authorised in exceptional circumstances such as attendance at family weddings (immediate family), funerals, educational examinations or participation in religious observance and only then if attendance is over 90%. Availability of cheap holidays and overlap with the beginning or end of a term **will not** be accepted as exceptional circumstances.
- If school external examinations are missed, students will not be able to take them at a later date.
- Please note that the full cost of the exams missed will be invoiced to the parents/carers.
- Students are responsible for making sure they complete work missed through absence.
- Parents should be aware that periods of unauthorised absence may lead to a fixed penalty notice being issued by the Educational Welfare Service.

All holidays and exam dates have been circulated via the school newsletter, and are available on the school website www.newmillsschool.co.uk

LEAVE OF ABSENCE REQUEST FORM

FOR COMPLETION BY PARENT/CARER To: Mrs J Donnelly, Student Support Manager
studentabsence@newmillsschool.co.uk

Name of Child(ren) Year Group

..... Year Group

..... Year Group

Child's Address

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Name of Applicant(s) and Address (if different)

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I/We wish to apply for our child(ren) to be absent from school for Exceptional Circumstances on the following dates:

From To

Total number of days our child(ren) will be absent from school is

Please supply in as much detail as possible the reason for your request and why you feel it is **exceptional circumstances**. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

Signed (by both parents if applicable)

Signed Date

Signed Date

IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED

It is important to have read and understood the school's policy on attendance.

TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.

Penalties for unauthorised absence

Timeline

	One child	Two children
Paid within 21 days	£80 per parent	£80 per child = £160 per parent
After 21 days and before 28 days	£160 per parent	£160 per child = £320 per parent
After 28 days	The parents will receive a summons to appear before the Magistrates' Court on the grounds the parents have failed to secure their child's regular attendance.	The parents will receive a summons to appear before the Magistrates' Court on the grounds the parents have failed to secure their child's regular attendance.

For completion by School:- Reason leave of absence has been declined/authorised (delete as appropriate)

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If you take your child out of school, this will appear as an unauthorised absence on their school record. However, the school will note the absence has been explained by a parent and it will not be recorded as a truancy from school.

Signed **Date:**
Mr A Hill, Assistant Headteacher