GLOSSOPDALE SCHOOL REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

This form should be completed and signed by the parent or carer 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 Headteacher 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 95%. 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.

• Sixth Form students who receive the 16-19 Bursary will lose part of their payment for the period when holiday is taken.

• Students are responsible for making sure they complete work missed through absence.

• Parents/carers 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 are circulated via the school newsletter, and are also available on the school website www.glossopdale.school

 FOR COMPLETION BY PARENT/CARER

To: Mr Jason Chetwyn-Assistant Headteacher-Student Culture, Inclusion & Attendance

jchetwyn@glossopdaleschool.org.uk or attendanceassistant@glossopdaleschool.org.uk

I request leave of absence for (student name (s)……………………………………………… Tutor…………… (Please print name of student(s)

From: ………………… date To: …………………… Number of days absent: …………………… (Please give first and last days of absence)

The **exceptional circumstances** for this request are (please provide as much information as possible)

Signed ……………………………… (Parent/Carer) Date: ……………………………… 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 TH LOCAL AUTHORITY ISSUING A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.

Penalties for unauthorised absence – guidance published 19th August 2024

Timeline

	Per Child
Paid within 21 days	£80 per parent
Paid from 21- 28 days	£160 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.
Second Offence within 3 Years	£160 per parent, per child, within 28 days-NO REDUCED RATE offered.
Third offence and any further offences (within 3 years)	The third time an offence is committed for term-time leave or irregular attendance a Penalty Notice WILL NOT be issued. The case will be presented straight to the Magistrates Court. Magistrates fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates Court can show on a Parent's DBS certificate, due to failure to safeguard a child's education.
10 Sessions (5 days) of Un-authorised Absence in a 10-week Period	Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.

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 Jason Chetwyn-Assistant Headteacher-Student Culture, Inclusion & Attendance