



### Request for Leave of Absence

**Please return this form to the Attendance Officer once completed**

This form should be completed and signed by the parent/carers of the student. It must be returned to the school preferably four weeks **BEFORE** the commencement of the period of absence.

<b>Student Name(s):</b>				<b>Form(s):</b>	
<b>Reason for requesting leave of absence during term time:</b>					
<b>Date from:</b>		<b>Date to:</b>		<b>Number of school days:</b>	
<b>Are there any younger siblings:</b>	<b>Y / N</b>	<b>If yes, then which primary school do they attend?</b>			
<b>Signed:</b>	<b>(Parent/Carer)</b>				
<b>Date:</b>					
<b>TO BE COMPLETED BY THE SCHOOL</b>					
<b>Date received by school:</b>					
<b>Deputy Headteacher Comments:</b>					
<b>Headteacher Response:</b>					
<b>Register Code to be used by the school:</b>					
<b>B</b> Educated off Site  <input type="checkbox"/>	<b>C</b> Other Authorised Circumstances  <input type="checkbox"/>	<b>G</b> Holiday Not Authorised  <input type="checkbox"/>	<b>H</b> Exceptional Circumstances  <input type="checkbox"/>		
Response sent to parent on:					



*Please read this letter before completing and returning the form overleaf to school.*

Dear Parent/Carer

### **Request for leave of absence during term time from Helsby High School**

As I am sure you appreciate, regular school attendance is essential for students to maximise their educational opportunities. Interruptions in school attendance disrupt their education; make it difficult for them to catch up on missed work and feel settled and involved in school. It is the School's responsibility to provide the best education possible. We can only do this if our students attend regularly.

The Department for Education (DfE) recently announced important amendments to legislation surrounding holidays in term time. These changes came into effect on 1<sup>st</sup> September 2013.

The DfE guidance states that

- if you take your child out of school on an unauthorised holiday during term time, you may be liable to penalty notice of £80 in the first instance. Any unauthorised absences will also appear on your child's attendance certificate.
- Only in **exceptional circumstances may** the Headteacher consider giving permission for a student to be absent from School.

The current rates payable by parents are £80 where the amount is paid within 21 days and should you still choose to take a holiday with your child during this period the Local Authority will be informed as this will constitute an unauthorised absence. A Fixed Penalty Notice will then be issued in accordance with section 444(1) of the Education Act 1996. This changes to £160 where the amount is paid within 28 days. This charge is per parent/carers per child. If the Fixed Penalty Notice remains unpaid this could lead to prosecution in the Magistrate's Court.

All holiday and exam season dates have been circulated in the *Information for Parents* booklet, and are available on the school website [www.helsbyhigh.org.uk](http://www.helsbyhigh.org.uk).

Thank you in anticipation of your co-operation.

Mr M Hill  
**Headteacher**