

**POYTNON HIGH SCHOOL AND PERFORMING ARTS COLLEGE**

**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 Deputy Head Teacher, Student Standards and Progress, BEFORE the commencement of the period of absence and BEFORE making any bookings regarding the absence.

The 2013 regulation amendments make clear that head teachers 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 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/guardians.
- 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 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 in the school website [www.phs.cheshire.sch.uk](http://www.phs.cheshire.sch.uk)

**FOR COMPLETION BY PARENT/CARER**

**To: Miss C Holyland, Deputy Head Teacher**

I request leave of absence for ....., Form.....  
(Please print name of student)

From : .....day ..... date ..... month

To: .....day ..... Date ..... month

Number of days absent: ..... (Please give first and last days of absence)

The exceptional circumstances for this request are

.....  
.....  
.....

Signed ..... (Parent/Guardian) 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 THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.**

<b>Penalties for unauthorised absence</b>		
<b>Timeline</b>	<b>One child</b>	<b>Two children</b>
Paid within 21 days	£60 per parent	£60 per child= £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 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.

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**For completion by School:-**

Authorised

Unauthorised

**Reason leave of absence has been declined**

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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:** .....

**Miss C Holyland, Deputy Head Teacher**

