

**POYNTON HIGH SCHOOL AND PERFORMING ARTS COLLEGE**

**REQUEST FORM FOR PLANNED ABSENCE OF STUDENT FROM SCHOOL**

**This form should be completed and signed by the parent or person having charge of the student. It should be returned to the Director of Sixth Form, BEFORE the commencement of the period of absence and BEFORE making any bookings regarding the absence.**

**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, funerals, educational examinations or participation in religious observance and only then if attendance is over 85%. Availability of cheap holidays and overlap with the beginning and end of term will not be accepted as exceptional circumstances.
- If school or external examinations are missed, students will not be able to take them at a later date.
- 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.

**All holidays and exam dates have been circulated via the school newsletter, and are available on the school website [www.phs.cheshire.sch.uk](http://www.phs.cheshire.sch.uk).**

**To: Mr R Hardman, Director of Sixth Form**

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

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

To : .....day ..... date .....month

Number of days' absence..... (Please give first & last days of absence)

The exceptional circumstances for this request are .....

.....

.....

Signed ..... (Parent/Guardian) Date .....

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**Response to Request for Leave of Absence**

[ ] The school will authorise this leave of absence as above.

[ ] The school will not authorise leave of absence for the following reason/s.

.....  
**and therefore 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 .....

Mr R Hardman, Director of Sixth Form

Date: .....

**(This form will be returned to the student via their Form Tutor)**



**Children, Families & Adults Services**  
Dalton House  
Dalton Way  
CW10 0HU  
01625 374764  
anne.Gadsden@cheshireeast.gov.uk

Dear Parent/Carer

The Department for Education (DfE) has announced important amendments to legislation surrounding holidays in term time.

From the 1<sup>st</sup> September 2013, **the new legislation does not give any entitlement to parents to take their child on holiday during term time.** Any application for leave of absence must be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave of absence. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

In the academic year 2011 to 2012, **9.7% of absences in England were due to parents/carers taking their children out of school during term time.** This high level of absence has led the DfE to make this important change of legislation.

As a Local Authority, we fully appreciate the financial difficulties that some parents face when booking holidays, particularly during school holidays however, we are expecting that all schools in the borough introduce firm policies and stringent checks to ensure that there is a significant reduction in the number of absences being authorised by schools during term time. The Local Authority will be monitoring all school absences during term time and challenging those schools and parents that do not adhere to the new legislation.

I would like to take this opportunity on behalf of the Local Authority and your child's school to thank you for your full support in this matter by not taking your child out of school during term time.

This new legislation will bring about increased attendance and improve standards in the borough's schools.

Further information can be obtained from

[www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/r](http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/r)

Yours sincerely

*Anne Gadsden*

Anne Gadsden  
Monitoring & Intervention Manager