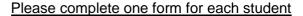
## LEAVE OF ABSENCE REQUEST

## Academic Year 2018/19





Parents and carers are reminded that, in accordance with legislation and guidance from the Department for Education, approval for holidays in term time will rarely be given as parents and carers are strongly discouraged from disrupting their child's educational progress for the purpose of taking holidays.

Amendments to the Education (Pupil Registration) (England) Regulations 2006 came into force on 1st September 2013 removing references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

The cost of holidays or the work rotas of parents cannot be considered exceptional circumstances. Neither can a return to a country of origin, as the government considers that this could be done in school holidays.

From September 2013, each individual request will be considered on its merits. Please do not be offended by a refusal as the school must adhere to the changes to the regulations concerning attendance.

The request form must be received by the school at least <u>three weeks</u> before the first day of leave to allow sufficient time for appropriate consideration.

## Permission for leave may only be granted under exceptional circumstances.

NAME OF STUDENT:	TUTOR GROUP:
Dates of proposed absence: from	to
Total number of days requested	
	equest: If "family holiday" please attach a letter explaining the time. Parents are strongly advised not to finalise any holiday booking n on their request.
sessions) of unauthorised leave (G code) in a 10 Gloucestershire County Council. This is a fine of	ears 7 to 11 - If a student has 10 sessions (each school day has 2 week period, parents will be issued with a Penalty Notice from £60 (min) per parent for each child.  with all work missed during the leave of absence period.
Parent/carer signature:	Date:
Relationship to student:	Please print name:
Please tick if you and the student reside at the	ne same address:
	should be completed by a resident parent/carer. If you do not we will contact the resident parent/carer to check their
•	ucation Welfare Officer (School address) a response to your request in writing

Headteacher: Tim Rand

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