



ILKLEY GRAMMAR SCHOOL

AN ACADEMY TRUST

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APPLICATION FOR UNAVOIDABLE STUDENT LEAVE OF ABSENCE DURING TERM-TIME (HOLIDAY OR OTHER)

Name of student:

Tutor Group:

Please note: Term time absence is very rarely authorised and only ever in exceptional circumstances, to be fair to parents who work around the 14 weeks' school holiday a year. It is not school policy to grant leave of absence for students, for a day or days either side of a school holiday, or for any kind of family holiday.

Please see the guidelines overleaf before submitting any leave of absence request and ensure that the school receives any such requests as far in advance as possible.

DfE Guidance and the Pupil Registration Regulations (September 2013) state that headteachers may not grant student leave of absence during term time unless there are exceptional circumstances.

I wish to apply for leave of absence from school

From: (1st day of absence)

Return to school:

Reason for Leave of absence request:

Parent/Carer Name:

Date:

Parent/Carer Signature:

Address:

Telephone:

THIS FORM MUST BE RETURNED TO THE HEADTEACHER: YOU WILL THEN BE CONTACTED WITH A DECISION AS TO WHETHER THE LEAVE OF ABSENCE WILL BE AUTHORISED OR NOT.

--- EVERY LESSON COUNTS ---

Admin Use: % Attendance:
Authorised (Y/N): Reason:
Parent/carers informed (date): Attendance code:

APPLICATION FOR UNAVOIDABLE STUDENT LEAVE OF ABSENCE DURING TERM-TIME (HOLIDAY OR OTHER) GUIDELINES TO PARENTS

DfE Guidance and the Pupil Registration Regulations (September 2013) state that headteachers may not grant leave of absence during term time unless there are exceptional circumstances. Schools therefore have a discretionary power to grant a student leave of absence during term time only in 'exceptional circumstances.' Parents must not assume there is an automatic right.

The DfE's position is that "poor attendance at school can have a hugely damaging effect, and children who attend school regularly are nearly four times more likely to achieve five or more good GCSEs than those who are regularly absent". A child who takes a week's extra holiday each year at school will have missed at least 70 days – or the equivalent of more than three months of teaching – by the end of their time at school.

Our Governing Board aims to minimise the amount of student learning time lost through a policy which actively discourages parents from arranging family holidays or other events during term time and supports the headteacher in authorising absence only in very exceptional circumstances.

Parents should not take their children out of school without first informing the school and seeking the headteacher's authorisation. Parents who do not have the school's permission for their child's absence will have the absence recorded as 'unauthorised' absence and could face a maximum fine of £60 per pupil, per parent. We expect this will be a very rare occurrence and only used in cases of repeated or lengthy unauthorised absences, but we can exercise the right to fine if we feel it is appropriate.

A fine can rise to £120 if not paid within seven days. Those who refuse to pay can face court action and, if prosecuted, a fine of up to £2,500 and a possible jail sentence of up to three months.

Unavoidable or exceptional term time absence requests should be made on this form before any arrangements are made. The application should be, wherever possible, submitted at least 3 months before the planned absence, and absences cannot be authorised retrospectively.

It will only be in extremely exceptional circumstances that any leave of absence of more than 5 days will be granted.

In the following circumstances leave is highly likely not to be authorised:

- The request is for a family holiday.
- The student's attendance over the year is less than 95%.
- There is a school examination during the period of leave.
- There are public examinations or coursework deadlines immediately before, after or during the proposed leave.
- The student has a serious deficit of work to catch-up owing to recent long illnesses or serious underachievement.
- The student is in a year with public examinations.
- The request is for a day or days immediately before or after a school holiday.

In all cases of student absence, it is the responsibility of the student to catch up on any work they miss during an absence.

If your request is NOT AUTHORISED:

- This will be coded as an UNAUTHORISED ABSENCE on your child's register record.
- The school will not provide work during the period of absence.
- Where family holidays or leave of absence are taken without the permission of the school, parents can be given a Penalty Notice (fine) for periods of unauthorised absence. Please refer to the Penalty Notice – Code of Conduct – Devised August 2014 on Bradford Children's Services webpage for further details:
http://www.bradford.gov.uk/bmdc/education_and_skills/schools/school_holidays/holidays_during_term_time

Unauthorised absences are shown on reports and ultimately could impact on school references, and potentially hinder employment prospects.

- For more than 20 days' unauthorised absence at one time the student will be referred to the Education Social Work Service at Bradford Children's Services and can be taken off the school roll.