



Wadebridge School

Limited Company Registered UK (Charitable status)
Company No: 07999988

Headteacher: Miss T. Yardley B.A. Hons.
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Dear Parent

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

As you know, pupils of school age **must** attend school regularly. Absences during term time can seriously damage a child's education. Not only do children miss the teaching and learning happening at school on the days they are away, but they are also less prepared for the lessons on their return.

Notes on Family holidays

Planning your holiday

We publish the dates of school terms well ahead. This is to help you plan your holidays. When you book your holiday, please check that it does not clash with the school term.

The value of regular attendance

Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

Your legal responsibilities

You have a legal duty to make sure your child attends school regularly and punctually. The school monitors your child's attendance and will take action if it is poor.

Absence for a family holiday

The Government has recently made changes to the school attendance regulations which means that from 1st September 2013 schools can **no longer** grant leave of absence of up to ten days in special circumstances, including family holidays. The amendments make it clear that Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

Applying for leave of absence because of exceptional circumstances

If you feel that there are exceptional circumstances and wish to apply for leave of absence during school term, please fill in the form over the page. Please do not assume that you will automatically get permission for the absence because you have filled in the form. Please wait to hear if the Headteacher agrees to your request. Section D will be returned to you saying that the leave of absence has been approved and if it hasn't you will receive a letter explaining why.

Warning

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both. Alternatively a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid within 28 days. Failure to pay the penalty notice may result in court action.

Yours sincerely

MISS T YARDLEY, HEADTEACHER

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Please read the notes on the front of this form before you fill it in.

Section A

Child's Name: Tutor Group:

First day of absence from school:

Last day of absence from school:

Total number of days absent:

Why are you requesting leave of absence during term time? Please include any information you would like us to consider as '**exceptional circumstances**'.

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Section B – please fill in this section if it is difficult for you to take time off work during the school holidays e.g. Service Personnel. Otherwise, go to section C.

Name of parent/ carer whose job affects when you go on holiday:

Name and address of employer:

.....

Job Title:

Please explain why it is difficult for you to take time off work during school holidays or attach your conditions of employment.

Section C

I have read the attached notes. The information I have given on this form is correct:

Signature of parent/carer: Date:

Section D – for school use only

Pupil's Name..... Form

Dates requested: from to Attendance(%):

Request approved Not approved

Headteacher's signature: Date:

PLEASE ENSURE THAT YOUR CHILD REQUESTS WORK TO COMPLETE WHILST ABSENT