

Date form received in school _____

SHELDON SCHOOL Leave of Absence Request Form

Taking your child out of school during term time may harm your child's academic progress, and we therefore strongly recommend that you do not arrange holidays in this period.

Regular attendance in Years 10 and 11 is particularly important in the preparation for GCSE exams. Therefore no requests for holiday absence will be authorised if they impact on controlled assessments or other examinations.

Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances and only if your child has a good attendance record (95% or more).

Where unauthorised holiday absence amounts to ten sessions (5 school days) or more within the previous six months of the current academic year, the Education Welfare Service will be notified and the Local Authority will issue a Penalty Notice* to each parent for each child. The six months includes all unauthorised holiday absence up to and including the day the Education Welfare Service is notified.

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|---|--|
| Name of Child(ren) | |
| Date of Birth | |
| Tutor Group | |
| Date of First Day of Absence | |
| Date of Return | |
| Number of Days requested | |
| Names of siblings and school(s) attending | |

Exceptional Circumstances (reason) for Leave of Absence during term time:

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.....
.....

Signed: _____ Parent/Carer Date: _____

For school use:

Attendance%:
Total sessions pupil absent this academic year:
Total unauthorised absence this year:
Request authorised: Yes/No

Signed: _____ Year Head Signed: _____ Deputy/Assistant Headteacher

*The Penalty Notice shall be a sum of a £60 per parent per child if paid within 21 days. Otherwise this will increase to £120 per parent per child.