

# ST. BENEDICT'S CATHOLIC HIGH SCHOOL

*incorporating*

## WEST CUMBRIA CATHOLIC SIXTH FORM CENTRE

ST. BENEDICT'S CATHOLIC HIGH SCHOOL  
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Headteacher:  
Mr I P SMITH

Our Ref: CR/Attendance/letters  
1 October 2018

Dear Parents/Carers,

### Requesting Absence from School

As you may know, the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

You may consider that a holiday will be educational but your child will still miss out on the teaching that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed. This poses a potential risk of under achievement for your child.

From October 2018, if you wish to request a leave of absence, please complete the form on the reverse of this letter and return back to the school reception. If the absence is not considered to be an exceptional circumstance, and you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave**.

**All unauthorised absences, including holidays that have not been sanctioned by the Headteacher, are accumulated and parents who fail to ensure regular attendance of their children at school can be issued with a Fixed Penalty Notice under Section 444 of the Education Act 1996. The amount is £60 (per parent per child) if paid within 21 days and £120 (per parent per child) if paid between 21 and 28 days. Failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.** All leave of absence requests must be completed on the attached form, letters will no longer be accepted. This should be returned to the school at least 7 days before the start of the absence. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

In considering the decision whether to authorise, the following will be taken into account:-

- Reasons given for the absence.
- Any absence in previous or the current academic year.
- Your child's previous attendance record; this includes attendance in the current academic year - which should be over 95% - as well as attendance in previous academic years.
- Whether your child will miss any tests/examinations (or important preparation for their tests).
- Whether your child is making good progress.

I hope you will support our efforts as we continue to raise attendance and attainment for your child at our school.

Yours faithfully

C Redhead  
Assistant Headteacher



Student Name .....Tutor Group .....

Date of first day of absence .....am or pm Date of return to school .....am or pm

Number of school days that your child will be absent from school .....

Please detail the exceptional circumstance for which you are requesting leave of absence

[Empty box for detailing exceptional circumstances]

I understand that if the absence request is unauthorised the Local Authority may be notified of the absence taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within 21 days and £120 if paid between 21 and 28 days. I also understand that failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.

Name(s) of Parent/Carer (s) making application.

Dr/Mr/Mrs/ Ms Forename..... Surname .....

Dr/Mr/Mrs/ Ms Forename..... Surname .....

Signed ..... Dated .....

(Please ensure you are giving at least 7 days' notice of the proposed absence, retrospective applications cannot be authorised)

For school to complete:  AUTHORISED  UNAUTHORISED a) b) c) d) (refers to categories below)

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This slip to be returned to Parent/Carer (s)

**St Benedict's Catholic High School - Request for a Leave of Absence During Term Time**

Dear.....,

Child's Name..... Tutor Group.....

Your request for absence on the following dates: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ =.....days, has been

considered and is  AUTHORISED  UNAUTHORISED

- a) Their attendance is currently:.....
- b) The request **does/does not** meet the criteria for 'exceptional circumstances'
- c) They are **making/not making** good progress towards their end of year targets.
- d) They **are/are not** being prepared for or taking tests during the absence

Please note: An **unauthorised** absence may be reported to the Local Authority and a Penalty Notice may be issued

Signed ..... Date \_\_\_ / \_\_\_ / \_\_\_

