

NOTES

1. Parents do not have an automatic right to take a child out of school during term time for a holiday or any casual absence. Only the school, not the parents, can authorise absence.
2. Absence not requested and approved by the school, in writing and in advance, will be recorded as an unauthorised absence.
3. Holidays should be planned to take place during any of the **13 weeks of school holidays** to avoid disruption to your son's education. This is essential for a pupil in Year 11.
4. School holiday dates are known and published well in advance and parents can readily check with the school, usually more than a year ahead, to ensure that family holidays are planned to be within school holiday periods. Other key dates of term time activities are issued at the start of the academic year and termly dates also appear in Progress Diaries.
5. Absence to accompany parents/Carers to work or on family business is not permissible.
6. Holidays arranged to fit in with other family members e.g. grandparents or the higher cost of a holiday during school holiday periods, are not sufficient reasons for absence to be authorised.
7. Absences from school during examination/test periods will not be granted, even in exceptional circumstances, and for Year 9 pupils cannot, in any case, be authorised during the National Curriculum Tests period.
8. Any request for absence can only be considered for authorisation if you provide full details of the holiday, the family circumstances and why you consider it **essential** the absence be taken during the school term.
9. If a child is taken out of school without prior written permission this will be recorded as unauthorised. Similarly, if absence is authorised and a child is kept away for longer than the agreed period, the additional time will be treated as unauthorised.
10. Any absence, which has been authorised, will only be for a maximum period of up to ten school days. The school reserves the right to require a set level of study, and/or the completion of assignments during this absence.
11. Where a pupil who has been granted leave of absence fails to return to school within ten school days after the absence, and the school is satisfied that this is not owing to sickness or other unavoidable cause, the pupil's name shall be deleted from the school's admission register. Parents/Carers will then have to apply for the pupil to be re-admitted to the school.
12. This form must be submitted to the Headteacher **at least one school week in advance** of the first date of the absence requested.
13. **Unauthorised absence equates with truancy** and will lead to a visit from the school's Education Welfare Officer.

The school's arrangements take account of the Education (Schools and Further Education) Regulations 1981 and of guidance issued by the Department for Education and Employment – 'School Attendance: Policy and Practice on the Categorisation of Absence'.