

Dear Parent/Carer

### Leave of Absence in Term-time

Thank you for your letter regarding taking your child out of school during term time.

All absences from school affect your child's education. Taking a child out of school during term-time could mean:

- your child missing out on important school work (including exams and controlled assessments) which contribute to your child's final grades
- giving the message that it is acceptable to miss school (The Local Authority have indicated that severe truancy problems have often stemmed from students taking holidays/ time off during term time).

Local Authority guidance on school attendance states: *"By law the Head Teacher has the discretion to approve or refuse requests for taking your child out of school during term-time. If your request is refused but you take your child anyway, you will be breaking the law and your child will be marked as unauthorised absence"*.

I would ask that you take time to give serious consideration to the points made above and if, however, you feel that there are particular circumstances which you would like to be considered as part of your request, complete the attached form and return it to me as soon as possible if you wish for your request to be considered further.

Yours sincerely,

**L Byron**  
Head of School

## LEAVE OF ABSENCE REQUEST FORM (Please return to Student Reception)

**Student:** ..... **Tutor Group:** .....

**Requested Absence Dates. From:** ..... **To:** .....

**Contact name**..... **Contact phone number** .....

**Outline circumstances relating to your request which you wish to be considered.  
You will then be contacted by Mr Adair**

**In order to make sure the effects of this request on your child's education are kept to a minimum we expect that:**

**Your child will take work away with them**

**Your child agrees to do after school sessions to catch up in specific subject areas, and if appropriate your child copies up any specific work on their return.**

**Other... please explain** \_\_\_\_\_  
\_\_\_\_\_

**Signed:** .....

**Date:** .....

