

THE COUNTY HIGH SCHOOL LEFTWICH
REQUEST FOR LEAVE OF ABSENCE

From 1 September 2013, **the new law does not give any entitlement to parents to take their children on holiday during term time.** Any applications for leave of absence must be in **exceptional circumstances** and the Headteacher must be satisfied that the circumstances warrant the granting of leave. Please be aware parents can be fined for taking their child on holiday during term time without consent from the school and the absence would be 'unauthorised' on the student's record.

If parents are not living together, the request must come from the parent with whom the child resides.

All requests for absence mean that your child will receive an absence mark, be it an authorised or unauthorised absence. A pupil will only receive a present mark when not physically in school if:-

- On an authorised outing.
- Representing the school at sport, music etc.
- On work experience.

Pupil's name:		Tutor Group:
Date absence to begin:	Date absence to finish:	Number of school days:
Reason for absence:		
Signed:		(Parent/Guardian)
Please print name:		(Mr/Mrs/Miss/Ms)
Date:		
Address:		
Telephone Number:		

For school use only:

AUTHORISED

UNAUTHORISED

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Your request for leave of absence has been:- **AUTHORISED / UNAUTHORISED**

Pupils name:		Tutor Group:
Date absence to begin:	Date absence to finish:	Number of Days:
Signed:		(Assistant Headteacher)
		Date: