

THE COUNTY HIGH SCHOOL LEFTWICH REQUEST FOR LEAVE OF ABSENCE

As of August 2024, the law ceases to include a leave of absence for a family holiday. A leave of absence should not be granted unless there are **exceptional circumstances**. Generally, a need or desire for a holiday would not constitute an exceptional circumstance. Head Teachers are only empowered to approve a leave of absence when it is requested in advance by the parent or carer with whom the child resides and when circumstances of the requested leave are **'exceptional'**.

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 student 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.

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

For school use only:

AUTHORISED

UNAUTHORISED

THE COUNTY HIGH SCHOOL LEFTWICH - REQUEST FOR LEAVE OF ABSENCE

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: