BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

LEAVE OF ABSENCE REQUEST FORM (Exceptional / Emergency Circumstances)

In cases of medical/dental appointments, there is no need to complete this form. Please send an email ahead of the appointment to attendance@bishopheber.cheshire.sch.uk detailing the reason for absence.

Student Name: | **Year/Tutor Group:**

Sibling name	Current school	Tutor group (If Bishop Heber)

Parent/Guardian

Please note that unapproved absence, for any reason, will be recorded as 'unauthorised'.

No commitments to third parties should be given until approval has been given in writing, by the school.

Reason for requesting leave of absence during term time (please tick as applicable)

- □ Family Reason (e.g. wedding; funeral; exceptional circumstances)
- □ Child's Development (e.g. sporting event; educational visit; work experience placement, theatre production)
- □ Other

Please give details:

……

……

Date/s of absence: From …… until ……

Number of school days which will be missed ☐ (**do not** include weekends or school holidays)

Have you requested absence in term time during the last two school years? *Please delete as applicable*

If YES, how many school days have been missed? ☐

Yes | No

Name of parent/guardian……

Signed …… Date ……

Contact number ……

Please submit this completed form to the **Attendance Office** (located in the student entrance of school) or email it to: attendance@bishopheber.cheshire.sch.uk

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For office use only:

Headteacher / Year Leader comments:

_____

_____ **Year Leader recommendation:** 1 2 3

2023/2024 Historical Attendance	2024/2025 Historical Attendance	Current Attendance	Headteachers' Decision (circle)	Signed	Date
%	%	%	1 2 3		

Exceptional / Emergency Circumstances Leave of Absence from School Request - Additional Information for Parents

Amendments to the **Education (Student Registration) (England) Regulations 2006**, in force from **1st September 2013**, make clear that Headteacher's may not grant any leave of absence during term time unless there are exceptional circumstances.

As a school, our aim is to reduce the number of learning days lost through absence and all students are should aim for 100% attendance. This is in line with our whole school attendance policy, *in lessons and learning*. The school accepts no responsibility for any loss of learning or progress resulting from a term time absence. In exceptional circumstances, when leave of absence is granted, the Headteacher will determine the number of school days a student can be away from School.

Parents should not plan for their child to be absent from school without gaining prior agreement. Requests for a planned leave of absence under exceptional circumstances should be made at least four weeks in advance of the start date of the requested absence, by completing the Leave of Absence Request Form. The Headteacher cannot retrospectively authorise a planned absence.
The following will NOT be deemed to be exceptional circumstances:

- ☒ Family holiday
- ☒ Availability of less expensive holiday
- ☒ Availability of holiday accommodation
- ☒ Overlap with the beginning or the end of a term or a half term

In deciding whether to allow parents/carers to take children out of school in term time, the Headteacher will consider factors such as:

- ☑ Purpose of absence
- ☑ Circumstances of the request
- ☑ Amount of time requested
- ☑ Nearness of examinations, assessments or tests
- ☑ Overall attendance record
- ☑ Any previous term time absences

Taking holidays in term time will affect a student's schooling as much as any other absence and we expect parents to help us by not to take children away in school time. The school is duty bound to follow Local Authority attendance procedures whereby a penalty notice (previously called a fixed penalty notice) must be considered by school after 10 sessions, (i.e. a combined total of 5 days, not necessarily consecutive) of unauthorised absence within a rolling 10 school week period. There is **no** entitlement in law to time off in school time to go on holiday.

Penalty Notices

The local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parent. If your child accrues 10 sessions of unauthorised absence you may be liable for a penalty notice (one day's absence equals two sessions and a five-day absence is equal to 10 sessions)

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post direct to the home of a parent after possibly just one warning, or in the case of absences without acceptable cause, warnings may not be given. This includes pupils caught on truancy sweeps, persistent late arrival after the close of registration **or unauthorised absence that has not been authorised as an absence from school for exceptional circumstances.** In these cases, the warning is given on the absence request form and detailed within this information leaflet and no written warning will be given. Fines are issued for unauthorised absence of 5 or more days and each school day is divided into 2 registration periods. **For example, if your child is absent for one day this equals 2 sessions and a five-day absence is equal to 10 sessions.**

If your request is declined and you still take your child out of School each parent within your household will be issued with a £ penalty notice for each child, you have taken out of School. If a penalty notice remains unpaid after 21 days it will increase to £160. If after 28 days, it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1,000. There is a national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3 year period, so at the 3rd (or subsequent) offence(s) another tool will have to be considered by school which includes prosecution.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, then please contact the school to discuss this.

Headteacher Mr. D.A. Curry B.Sc., (Hons), M.Sc., NPQH
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We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteacher's cannot retrospectively authorise absence from school under any circumstance. Any disagreement between estranged parents should be resolved prior to submitting this request to your child's school.

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