

REQUEST FOR PERMISSION FOR LEAVE OF ABSENCE FROM COLLEGE

Name of Student: Year/Tutor:

Dates of leave:

From: To: (Inclusive)

Please attach a letter giving the reason why the leave of absence must be taken in term time:

Signature of Parent/Carer: Date:

The amendments to the Education (Pupil Registration) (England) Regulations came into force on 1st September 2013. The regulations state that Headteachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances. This is Government policy and parents/carers who take their child on holiday without permission from college will incur unauthorised absences for their child. These remain on the student's record and will be monitored for further action by the Education Welfare Service.

Parents could be issued with a fixed penalty notice and/or court action, details on penalty notices are available from the college or via:

https://www.derbyshire.gov.uk/education/schools/attendance_behaviour_welfare/parentresponsibility/default.asp

Please note:

- All leave of absence is to be submitted at least two weeks prior to intended period of absence.
- The college may request parents/carers to provide evidence of the exceptional circumstance for taking leave of absence during term time.
- Leave of absence taken without prior agreement will be unauthorised; information surrounding the absence from college will be sent to the Local Education Authority for consideration of a penalty notice.
- All requests for leave will be answered in writing.
- The College may delete from roll a student who fails to return within 10 college days of the agreed return date unless there is a good reason for the continued absence, such as illness.

Springwell Community College asks that careful consideration is given before any request for leave is applied for. The College recognises that high levels of attendance and punctuality are essential in meeting the outcomes of the Keeping Children Safe in Education agenda which are vitally important if students are to take full advantage of the full range of opportunities that the College offers and gain the appropriate skills that will equip them for life. The College also recognises the direct link between attendance and attainment and as such encourages high levels of attendance in order for students to fulfil their potential academically. Evidence shows that children with poor attendance are unlikely to succeed academically and are more likely not to be in education, training or employment (NEET) when they leave school.

For further details surrounding attendance please visit the college website, Attendance and Punctuality.

All Leave of Absence Forms are to be returned to Reception for the attention of Mrs J Rodgers, Pastoral Administration Manager.