

PENDLE VALE COLLEGE

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

PENDLE VALE COLLEGE **WILL NOT AUTHORISE ANY REQUEST FOR LEAVE OF ABSENCE FOR HOLIDAYS DURING TERM TIME** AND WILL ONLY AUTHORISE A LEAVE OF ABSENCE IN VERY EXCEPTIONAL CIRCUMSTANCES

WHERE THERE ARE EXCEPTIONAL CIRCUMSTANCES, PARENTS/CARERS MUST COMPLETE THIS FORM **IN FULL** BEFORE MAKING ANY ARRANGEMENTS. **BEFORE COMPLETING THIS FORM PLEASE ENSURE YOU HAVE READ THE GUIDANCE ON THE BACK OF THIS FORM.**

YOU MUST COMPLETE ALL REQUESTED INFORMATION ON THIS FORM FOR YOUR REQUEST TO BE REVIEWED IF NOT COMPLETE WE WILL ASK YOU TO RESEND.

Student Name [as shown on their passport]

Form group

EXACT DATES OF ABSENCE [PLEASE PUT THE FIRST & LAST DATE YOUR CHILD WILL BE MISSING FROM SCHOOL]

First date of absence:		Last date of absence:	
Date due to return to school:		Total number of days missed from school:	

REASON FOR ABSENCE

Funeral [Immediate family]		Religious Observance		Trauma/Emergency	
Please provide supporting details:					

Signature [Parent/Carer]		Date
Parental/Carers Full Name [as shown on passport], address		
Parent/Carer [1] Name: Address: Telephone:	Parent/Carer [2] Name: Address: Telephone:	
Please check this box if you are a single parent family <input type="checkbox"/> <i>Please note we do require proof [Copy of your council tax bill]</i>		

Office use only:

LOA Agreed		LOA Declined		Penalty Notice to be issued	
Headteacher signature:		Date:			

GUIDANCE NOTED FOR PARENTS

[Please read before completing the form overleaf]

What determines whether a term-time absence will be authorised?

Decisions on whether to allow a leave of absence during term-time are made by the Headteacher. In deciding whether to allow a leave of absence during term time, the college will consider several factors, including the child age, time, length and reason given for the absence, as well as the child's previous attendance. Good previous attendance is no guarantee that a request for an absence will be granted. National legislation makes it clear that term-time holidays are only allowable **in exceptional circumstances**. Children and families have 175 days off school to spend time together, including weekends and school holidays.

Why are term-time absence so rarely allowed?

Missing lesson can harm your child's learning:

- Students suffer a break in the continuity of their learning or miss important topics
- Students lack confidence because they have missed mid-topic information and are unable to understand or catch up—much of the work missed is often never made up, which puts students at a disadvantage during exam season.
- Your Child's results and progress suffer when they are not in college
- Disruption to your child's learning, friendships and social development

Students attending regularly usually leave college with more qualifications and access to greater employment opportunities

The DFE provide the following guidance:

You can only allow your child to miss school if either:

- They are too ill to go in
- You've got advance permission from the school

You must get permission from the Headteacher if you want to take you child out of school during term-time.

Any leave of absence is granted entirely at the Headteachers discretion.

The application must be made in advance to the Headteacher by the parent the child normally lives with; there must be exceptional circumstances based on the individual facts and circumstance of the case which warrant the leave. Headteachers should not grant leave of absence unless there are exceptional circumstances.

The regulations do not allow schools to give retrospective approval. If the parents did not apply for the leave of absences in advance, the absence must be recorded as unauthorised.

Parent should be aware that the following **DO NOT** qualify as exceptional circumstances:

- Absence during term time for holidays
- Absence tagged on to the normal school holiday allowance
- Absences to visit family members where such visits can be scheduled outside school hours or during normal holiday period

What happens if an absence is not authorised, and is taken anyway?

If the college does not authorise an absence, the college will request that a Fixed Term Penalty Notice is issued.

A Fixed Term Penalty Notice can also be issued when a child who is granted leave of absence fails to return by the agreed date.

Parents should submit their request for Exception Leave at the earliest opportunity and are strongly advised not to finalise any booking arrangements before submission of this form to the College for consideration. All forms must be completed in full as if the form is not complete, we will ask you to resend if necessary.