

Authorised Absence Request Form

The Education (Pupil Registration) (England) Regulations 2006

The regulations make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. In light of this regulation, effective from September 2013, absence may not be authorised for additional holidays and only authorised in exceptional circumstances.

- It is not a parental right to take children out of college during the term-time.
- Parents are requested not to book family holidays outside the 12 week school holiday period. The Principal will not authorise absence for family holidays.
- Children have 175 days off school each year to spend time with families. Absence during term time for additional holiday cannot be considered to be 'exceptional circumstances'.
- Example of exceptional circumstances might include:
 - i. where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue. *Evidence will be required.*
 - ii. when a holiday is of such unique and significant emotional, educational or spiritual value to the child that this outweighs the loss of teaching time.
 - iii. One day for attending a family wedding or other such celebration.
 - iv. To attend the graduation of a sibling or parent.
 - v. When the absence involves representing the country or region at a sporting event
 - vi. Participation in Ten Tors or such activities
- Absence will not be authorised for pupils whose attendance throughout the year has not been good. Attendance of less than 95% is a cause for concern.
- Absence will not be authorised during examination periods and during Year 11, 12 or 13.
- Leave of absence must be requested at least 10 days in advance of the intended absence.
- If a parent takes a child out of school in the full knowledge that this is an unauthorised absence, a fine of £60 per parent can be issued.

St Bede's Catholic College, Request for Leave of Absence during Term-time

I have read and understood the Governors' policy on leave of absence from college. I would be grateful, however, if you could give permission for leave of absence to my child during term-time for the following reason:

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Pupil's Name:	Tutor Group:
Date required from.....	to:

Name of Parent..... Signature..... Date.....

* Name of Parent..... Signature..... Date.....

** This form must be signed by both parents if the request is made by a parent who no longer lives at the home address.*

Please return to your child's Tutor

For office use only:

Tutor's Signature	Date received in office	Principal's authority Given/Refused