



## REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

### Important information for parents/carers

- In line with Government guidance the college will only authorise absence for holidays in exceptional circumstances. We will assess each request on an individual basis, considering both the impact missing college will have on the child's education and any special circumstances of which you make us aware. The college will take into account:
  1. The student's age and the stage in their education
  2. The timing of the holiday i.e. we will not authorise any holidays during the first 2 academic weeks in September.
  3. The overall attendance pattern of the student i.e. we will not authorise any holiday when attendance is already below 90%
  4. The progress of the student. We will not authorise any holidays during college testing or examination times.
  5. The Headteacher may only authorise a maximum of 10 days *per student* per academic year
- If agreement for leave is given, 'H' will be shown on the student's record and this will count as 'authorised absence'. If your child has no other absence for the year the best attendance they can achieve will be 94.7%
- If a parent / carer take their child out of college without permission being granted, this will count as an 'unauthorised absence' and will show a 'G' on the student's attendance record. More than 10 days unauthorised absence can lead to a Penalty Notice being issued.
- We understand some parents / carers have no choice about when to take holidays. However, the law requires attendance at college and it is not a parental right to take children out of college during term time.
- There are 13 weeks of the year during which the college is closed. Every college day counts and any absence from college will result in lost learning and a risk of underachievement.

**Taking unauthorised term time holidays may make you liable for a Penalty Notice. The penalty is a £50 fine if paid within 28 days of receipt of the notice, rising to £100 if paid after 28 days but within 42 days. If the penalty is not paid in full within the 42 days Sheffield City Council may prosecute**

## To be completed by the parent / carer

I have read and understood the information overleaf please tick   
 I request you authorise a leave of absence from college for:

\_\_\_\_\_ (student name) \_\_\_\_\_ (year & form)

**Please use a separate form for each child you are requesting leave of absence for**

Dates: From \_\_\_\_\_ to \_\_\_\_\_ (inclusive)

Number of college days: \_\_\_\_\_

Reason for leave request:

\_\_\_\_\_

\_\_\_\_\_

Name of parent / carer \_\_\_\_\_ Signature \_\_\_\_\_

**Please return this form to the college no less than 10 school days before commencement of the leave of absence**

## College use only

### Attendance Officer:

Date received			
Current attendance		Authorised	Unauthorised
Is the request for the first 2 weeks in September?	Yes	No	
Do dates clash with Examinations / SATs periods?	Yes	No	
Days taken so far this academic year	H	G	

### Headteacher's decision:

Leave agreed	<b>No</b> – Criteria met for Penalty Notice	<b>No</b> – criteria not met for Penalty Notice	<b>Yes</b>
Comments			
Signed			
Date			

***If unauthorised holiday is taken and this case complies with Penalty Notice criteria (Attendance level below 90% with at least 20% of the absence being unauthorised) please forward to Legal and Admin /Team Manager along with a current Attendance Certificate.***