



# St Benedict's Catholic High School

1971

Campus Whitehaven, Red Lonning, Whitehaven, Cumbria, CA28 8UG

Head Teacher: Emma Jackson

Dear Parents/Carers,

## **Requesting Absence from School**

As you may know, the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

You may consider that a holiday will be educational but your child will still miss out on the teaching that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed. This poses a potential risk of under achievement for your child.

If you wish to request a leave of absence, please complete the form on the reverse of this letter. If the absence is not considered to be an exceptional circumstance, and you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave**.

All leave of absence requests must be completed on the attached form, letters will no longer be accepted. This should be returned to the school at least 7 days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

In considering the decision whether to authorise, the following will be taken into account:-

- Reasons given for the holiday.
- Any holidays taken in previous or the current academic year.
- Your child's previous attendance record; this includes attendance in the current academic year - which should be over 95% - as well as attendance in previous academic years.
- Whether your child will miss any tests/examinations (or important preparation for their tests).
- Whether your child is making good progress.

I hope you will support our efforts as we continue to raise attendance and attainment for your child at our school.

Yours faithfully

S. Burgess  
Assistant Headteacher



[admin@st-benedicts.cumbria.sch.uk](mailto:admin@st-benedicts.cumbria.sch.uk)



01946 692275



Scan the code



[www.st-benedicts.cumbria.sch.uk](http://www.st-benedicts.cumbria.sch.uk)



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Student Name ..... Tutor Group .....

Date of first day of absence .....am or pm    Date of return to school .....am or pm

Number of school days that your child will be absent from school .....

Please detail the exceptional circumstance for which you are requesting leave of absence

**I understand that if the absence request is unauthorised the Local Authority may be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £80 if paid within 21 days and £160 if paid between 21 and 28 days. I also understand that failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.**

Do they have any siblings in Infants/Juniors? Yes  No  Which School.....

Name(s) of Parent/Carer (s) making application.

Dr/Mr/Mrs/ Ms Forename..... Surname .....

Dr/Mr/Mrs/ Ms Forename..... Surname .....

Signed ..... Dated .....

(Please ensure you are giving at least 7 days' notice of the proposed absence, retrospective applications cannot be authorised)

For school to complete:  AUTHORISED  UNAUTHORISED    a) b) c) d) (refers to categories below)

This slip to be returned to Parent/Carer (s)

**St Benedict's Catholic High School - Request for a Leave of Absence During Term Time**

Dear.....,

Child's Name..... Tutor Group.....

Your request for absence on the following dates: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ =.....days, has been considered and is

AUTHORISED     UNAUTHORISED

- a) Their attendance is currently:.....
- b) The request **does/does not** meet the criteria for 'exceptional circumstances'
- c) They are **making/not making** good academic progress.
- d) They **are/are not** being prepared for or taking tests during the absence

Please note: An **unauthorised** absence may be reported to the Local Authority and a Penalty Notice may be issued

Signed ..... Date \_\_\_ / \_\_\_ / \_\_\_



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