

POYNTON HIGH SCHOOL AND PERFORMING ARTS COLLEGE

REQUEST FOR LEAVE OF EXCEPTIONAL CIRCUMSTANCES ABSENCE IN TERM TIME

This form should be completed and signed by the parent or person having charge of the student. It should be returned to the Deputy Head Teacher, Student Standards and Progress, BEFORE the commencement of the period of exceptional circumstances leave.

The 2024 attendance regulation amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head Teacher and the Governing Body will determine what the exceptional circumstances are.

PLEASE NOTE:

- DfE Leave of absence in term time will only be authorised in exceptional circumstances such as attendance at family weddings (immediate family), funerals, educational examinations or participation in religious observance and only then if attendance is over 95%. Availability of cheap holidays and overlap with the beginning or end of a term **will not** be accepted as exceptional circumstances.
- If school external examinations are missed, students will not be able to take them at a later date. Please note that the full cost of the exams missed will be invoiced to the parents/guardians.
- Sixth Form students who receive the 16-19 Bursary will lose part of their payment for the period when unauthorised leave is taken.
- Students are responsible for making sure they complete work missed through absence.
- Parents should be aware that periods of unauthorised absence may lead to a fixed penalty notice being issued by the Local Authority.

All term dates and examination dates have been circulated via the school newsletter, and are available in the school website www.poyntonhigh.org.uk/

FOR COMPLETION BY PARENT/CARER

To: Miss C Holyland, Deputy Head Teacher (via absence@poyntonhigh.org.uk)

I request exceptional circumstances leave of absence for,
Form.....

(Please print name of student)

From :day date month

To:day Date month

Number of days absent: (Please give first and last days of absence)

The exceptional circumstances for this request are

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.....

Signed (Parent/Guardian) Date:

It is important to have read and understood the school`s policy on attendance.

TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL`S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.

Penalties for Unauthorised Absences	
Circumstance	Fine Amount
First Offence	£160 per parent, per child. This is reduced to £80 if paid within 21 days
Second Offence	£160 per parent, per child. No reduced rate will be offered. This is to be paid within 28 days.
Third Offence and any further offences (within 3 years)	A Penalty notice will not be issued and the case will be presented straight to Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

For completion by School:-

Authorised

Unauthorised

Reason leave of absence has been declined

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If you take your child out of school, this will appear as an unauthorised absence on their school record. However, the school will note the absence has been explained by a parent and it will not be recorded as a truancy from school.

Signed **Date:**

Miss C Holyland, Deputy Head Teacher