

**RYBURN VALLEY HIGH SCHOOL  
APPLICATION FOR PUPIL LEAVE OF ABSENCE  
IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME**

The Department for Education requires schools, to implement government amendments to the regulations regarding the taking of Leave of Absence in term time, which came into force on the 1<sup>st</sup> September 2013. The new law gives **no entitlement** to parent/carers to take their child on holiday during term time.

**The Headteacher can only grant leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised. Although we have the greatest of sympathy, no parent/ carer can demand Leave of Absence as a right. The ability to access a reduced cost holiday, does not constitute an exceptional circumstance. Therefore any term time holiday would NOT be classed as exceptional. Evidence will be needed for an exceptional circumstance holiday application.**

**Why you should NOT take holidays in term time**

- Only attendance which is over 95% is considered acceptable by Government guidelines
- Research has proved time after time that students who miss school do less well in examinations
- Parents are legally bound to support their child's education and work with the school by ensuring consistently good attendance

**What is legally allowed?**

Up to 10 days' absence may be authorised only by the Headteacher but...

- Only in exceptional circumstances - this really means once in a school career
- The leave must be requested in writing to the Headteacher well in advance of the date
- No holiday should be booked before leave has been granted
- Leave will **NOT** be authorised if the student's attendance is already below 95%

**What happens if I do take my child on an unauthorised holiday?**

- The Education Welfare Officer, Kay Kidney, will be informed
- The EWO may get in touch to discuss the situation or you may be asked to meet with the Head of Year or Key Stage Manager in school
- **WARNING:** If the school refuses your request and the child is still taken out of school; this will be recorded as an unauthorised absence. This may result in a fine per child being issued by Calderdale LA. The fine must be paid within 21 days.

**For further advice, please contact Kay Kidney, Education Welfare Officer on 01422 832070**

The application form, overleaf should be completed by the parent/carers and returned to the school as far in advance as possible and at least 6 weeks before the first date of the period of leave being requested.

Parent/carers must obtain the schools permission before making any arrangements.

The Headteacher will consider the individual circumstances of each application based on the evidence provided linked with the exceptional circumstances you have highlighted on the form. This is not an exhaustive list and other relevant information will be considered.

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Name of Student(s)

\_\_\_\_\_

Tutor Group(s)

\_\_\_\_\_

Telephone number:

\_\_\_\_\_

I request permission for my child/children to be absent From ..... to ..... Total number of school

days

**Exceptional circumstances for request:**

I would like to apply for an exceptional circumstances holiday for the following reason;

- A - I am a Service Personnel returning from active deployment
- B - The inflexibility of my leave or working arrangement is part of my employers organisational/company policy
- C - Leave has been recommended as part of my or my child's rehabilitation from medical or emotional problems
- D - My family needs to spend time together to support each other during or after a crisis
- E - Other

Further information

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**All requests would need to be evidenced with appropriate documentation and a letter to the Headteacher. The decision of the Headteacher IS FINAL.**

Signature of parent/carer ..... Date

.....



**For school use only**

Received by Headteacher (signature) .....

Date .....

Leave of absence granted/denied

**To be returned to parent/carer**

Leave of absence for (name/s of student/s).....

Granted/Denied

Headteacher

Comment.....

.....

....

Signature of Headteacher.....

Date .....