



Cardinal Langley RC High School

Headteacher: Mr A Bridson B.Sc. (Hons), MA (Education), NPQH

Dear Parent/Carer,

Term-Time Leave of Absence Request Form

Attendance at school is one of the main factors determining academic progress and the school has a range of strategies to promote 100% attendance for all students.

Changes to regulations came about in September 2013 and the new law does not give any entitlement to parents or carers to take their child on holiday during term time. Headteachers may only grant leave of absence in exceptional circumstances and are not permitted to authorise term-time leave for family holidays or other similar recreational activities.

The school aims for 100% student attendance. Requests for authorised absence in exceptional circumstances would normally only be considered if:

- The student has at least 96% attendance in that academic year and maintains excellent attendance for the remainder of the academic year
- The student is not in a public examination year and any absence will not impact on controlled assessment
- The student catches up on any work that is missed to an acceptable standard

If you do need to request the withdrawal of your child from school, please complete the slip below and return it, with sufficient notice, to Student Services in the school's Main Office.

Please note: for activities not organised through the school (sport, competitions, performances, etc.) you will need to attach a letter from the organising body confirming your child's selection or invitation to take part. In certain cases, you may also need to apply to the local authority for a Child Performance and Activities Licence.

Unauthorised absence is recorded and may result in intervention by the Education Welfare Service. Unauthorised leave of 5 school days or more will automatically trigger the issue of a Penalty Notice by the Local Authority.

Yours faithfully,

A Bridson (Headteacher)

Cardinal Langley RC High School – Term-Time Leave of Absence Request
(Please complete and return to Student Services in the school's Main Office)

Name of child/ren: _____ Form group/s: _____

Reason for term-time absence: _____

Dates of absence (DD/MM/YYYY)

First day: _____ Last day: _____ Returning to school on: _____

Or if the absence is in relation to a series of events, such as sports competitions or drama performances, please give the dates (and the time that your child will need to leave school, if applicable):

1/ _____ 2/ _____ 3/ _____ 4/ _____

Signature
(Parent/Carer) _____

Approved by:
(Headteacher) _____

Date: _____

Date: _____