



Cardinal Langley RC High School
Term-Time Leave of Absence Request Form (Planned Absence)

Attendance at school is one of the main factors determining academic progress. As a school, we believe firmly that good attendance is an entitlement for every one of our students, not just an expectation, and there is a legal requirement for parents and carers to ensure that their child attends school regularly. At Cardinal Langley RC High School, the expectation for regular attendance is 96% or above.

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.

Planned absence **may** be authorised in the following circumstances:

- Religious observance which falls outside the normal school holidays (up to one day)
- Medical reasons
- Where the Headteacher deems there are exceptional circumstances, including compassionate reasons

Absence **will not** be authorised:

- Where no explanation for the absence is provided, the explanation is not satisfactory or evidence is not provided when requested
- For holidays taken during term time (or other similar recreational activities)
- Generally speaking, if the absence creates an extension to a school holiday period or is an extended stay which effectively constitutes a family holiday.

Requests for authorised absence in legitimate or exceptional circumstances will 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 Reception/Student Services in the main school office.

Please note: for any activities not organised through the school (sports competitions, drama performances, air/army/navy cadets, for example) 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. Please refer to our Attendance & Punctuality Policy and the attendance page of the school website for more information.

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(Please complete and return to Student Services in the main school office)

Name of Child/ren			Form Class	
Dates of Absence (DD/MM/YYYY)				
First day	Last day	Returning to school on		
Reason for absence:				
Signature (Parent/Carer):			Date:	
Headteacher Approval:			Date:	