

Dear Parents and Carers

### Requests for Exceptional Leave of Absence during Term-Time

There is now strong evidence that any term-time absence can be damaging to a student's education. In making a decision, the school must consider factors such as the reason for and the length of the proposed absence, its impact on the student's education, the student's overall attendance pattern, family circumstances and the rarity of the trip.

There is a clear link between good attendance at school and achievement in exams. Government figures from 2012 show that nationally 73% of students with attendance rates of over 95% achieved 5 good passes at GCSE, including English and Maths. Of those children who had attendance of 91-95%, only 40% achieved the same results and this drops to 22% for those with attendance between 85-90%.

Please use the form on the reverse of this letter if you would like to apply for permission for exceptional leave of absence from School during term-time. There are some important considerations that you should think of before applying. Please read the following points carefully:

- As of September 2013, the Department for Education has changed the regulations about term time holidays. Parents no longer have the opportunity to request up to two weeks holiday during term time.
- Requests for holidays during term time will no longer be authorised. If a child is absent during term time for a holiday a penalty notice warning will be issued. If another is taken during the same year, a penalty notice will be issued by the Attendance and Engagement Officer.
- A Headteacher can receive requests for exceptional reasons for absence of one or two days, but these will only be authorised if the child's attendance is over 95%.
- Absence must be requested in advance. If it is not requested in advance, or taken despite refusal, it will count as unauthorised absence. Retrospective approval is not possible.
- All schools are obliged to report unauthorised absence to the Local Education Authority and the Department for Education and Skills.
- No absence will be authorised during practice or public examination periods.
- Any absences are always a matter of grave concern. Approval will not normally be given when the student's attendance is already below 95%. Please note that the School is obliged to report attendance below 85% to the Attendance and Engagement Service. Students with any unauthorised absence will not be considered until the unauthorised absence is resolved.
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If, having read the above, you still wish to proceed, then complete the form on the reverse and return it to the Headteacher. Applications must include the student's name and tutor group, the dates of the absence, and a clear explanation of why you are unable to complete the activity in term-time. These new regulations will help to support students' success at Fitzharrys.



**FITZHARRYS SCHOOL  
EXCEPTIONAL LEAVE OF ABSENCE REQUEST FORM**

To the Headteacher:

I request exceptional leave of absence for my child to be taken in term-time.

Name of Student:	Tutor Group:
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Inclusive dates of the leave of absence, from	/	/	to	/	/
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Date of application:	/	/
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Reason why this absence cannot be taken outside term-time:
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Name of Parent:
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Signature:
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NB: The Headteacher will consider this application and will reply quickly. Please do not book any arrangements until you know that the absence will be authorised.

<b>For Office Use Only</b>			
Attendance this year		sessions	
Authorised absence this year		sessions	
Unauthorised absence this year		sessions	
Exceptional leave of absence	GRANTED / DECLINED		
Letter/Email sent			

