

PENDLE VALE COLLEGE

REQUEST FOR EXCEPTIONAL LEAVE OF ABSENCE DURING TERM TIME

PENDLE VALE COLLEGE **WILL NOT** AUTHORISE ANY REQUESTS FOR LEAVE OF ABSENCE DURING TERM TIME UNLESS THERE ARE VERY EXCEPTIONAL CIRCUMSTANCES. **WHERE THERE ARE EXCEPTIONAL CIRCUMSTANCES, PARENTS/CARERS MUST COMPLETE THIS FORM IN FULL.**

BEFORE COMPLETING THIS FORM PLEASE ENSURE YOU HAVE READ THE GUIDANCE ON THE BACK OF THIS FORM.

Name of Child:

Form:

EXACT DATES OF ABSENCE:

From	To
TOTAL NUMBER OF DAYS MISSED	

REASON FOR ABSENCE

Signature (Parent/Carer):

Date

Full Name & Address of parents:

Telephone Number:

Office use only:

<i>Current Attendance:</i>	<i>Agreed</i>		<i>Declined</i>	
<i>Penalty Notice to be issued</i>		<i>Dated:</i>		
<i>Head's Signature:</i>				

GUIDANCE NOTES FOR PARENTS

(please read before completing the form overleaf)

What determines whether a term-time holiday will be authorised?

Decisions on whether to allow a leave of absence during term-time are made by the Headteacher. In deciding whether to allow a leave of absence during term-time, the college will consider several factors, including the child's age, the time, length and reason given for the absence, and the child's previous attendance. Good previous attendance is no guarantee that a request for a holiday will be granted. National legislation makes it clear that term-time holidays are only allowable 'in exceptional circumstances'. Children and families have 175 days off school to spend time together, including weekends and school holidays.

Why are term-time holidays so rarely allowed?

Missing lessons can harm your child's learning:

- Pupils suffer a break in the continuity of their learning or miss important topics.
- Pupils lack confidence due to the fact that they have missed mid-topic information and are unable to understand or catch up – much of the work missed is never made up, which puts students at a disadvantage at exam time.
- Your child's results and progress suffers when they are not in college
- Disruption to your child's learning, friendships and social development.

Students attending regularly usually leave college with more qualifications and access to greater employment opportunities.

In what situation may my application be granted?

The Headteacher will consider each application on its own merit, and **may** consider granting an application in the following circumstances:

- Absence for a bereavement of a close family member (but for the funeral service only not extended leave)
- Absence for important religious observances but only for the ceremony and travelling time not extended leave. This is intended for one off situations only.
- In the event of a trauma or crisis.

Parents should be aware that the following **DO NOT** qualify as exceptional circumstances:

- Absence during term time for holidays
- Absences tagged on to the normal school holiday allowance
- Absences to visit family members where such visits can be scheduled outside schools hours or during normal holiday periods.

What happens if an absence is not authorised, and is taken anyway?

If the college does not authorise an absence, the college will request that a Fixed Penalty Notice is issued. A Fixed Penalty Notice can also be issued when a child who is granted leave of absence fails to return by the agreed date.

Parents should submit their request for Exceptional Leave at the earliest opportunity and are strongly advised not to finalise any booking arrangements before submission of this form to the College for consideration.