

APPLICATION FORM



Tollbar BEC
Foundation College

PARENTAL REQUEST FORM FOR LEAVE OF ABSENCE FOR THE PURPOSE OF A FAMILY HOLIDAY

RELEVANT LEGISLATION: STATUTORY INSTRUMENT 2006 No 1751
THE EDUCATION (PUPIL REGISTRATION) (ENGLAND) REGULATIONS 2006
REGULATION 7: LEAVE OF ABSENCE.
RELEVANT DFES GUIDANCE 'KEEPING PUPIL REGISTERS' SEPTEMBER 2006

Leave of Absence may only be granted by Mr D J Hampson, Principal and Chief Executive.

A student **may** be granted Leave of Absence to enable him/her to go away on holiday where:

- (a) an application has been made **in advance** to the Principal by a parent with whom the child normally resides **and**
- (b) the Principal considers that Leave of Absence should be granted due to the **special circumstances** relating to that application.

Parents or Carers do not have the right to withdraw a student from College to go on holiday during term-time. We would therefore ask for your support by ensuring that requests for holidays in term-time are made only in exceptional circumstances. Please ensure you are granted Leave of Absence **before** you book your holiday.

A student shall **not be granted more than ten school days** unless the circumstances are exceptional. If you wish to apply for more than ten days you must make an appointment with the Head of House and discuss your request.

Mrs M Toyne - Cygnus
Mrs C Yates - Indus
Mr R Colbert - Lyra

Mr D Mitchell - Orion
Mr M Birtwhistle - Perseus
Mrs T Webb - Vela

When considering a request the College should take into account:

- the amount of time requested;
- age of the student;
- the student's general absence/attendance record;
- proximity of SATs and public examinations;
- length of the proposed leave;
- student's ability to catch up the work;
- student's educational needs/attainment compared with potential general welfare of the student;
- circumstances of the leave;
- purpose of the leave;
- frequency of the activity;
- when the request was made.

If a request, or any part of it is refused, and the child does not attend the College, or if days in excess of granted leave are taken, that absence will be **UNAUTHORISED**.

The Education Welfare Service will be informed of UNAUTHORISED ABSENCES relating to requests for Leave of Absence and will take appropriate action, which could include a Penalty Notice or prosecution.

Name of Student: House Group.....

Address:.....

Contact Telephone Number.....

I would like to request that the above student is given Leave of Absence from College for the purpose of a holiday

From.....To..... (PLEASE GIVE DATES)

Total number of days the student would be absent from College.....

Name of Parent/Guardian with whom the student resides.....
(PLEASE PRINT)

Signature of Parent/Guardian with whom child resides:.....

With regard to holidays during term time, the DCSF guidelines that permit up to 10 days 'holiday leave' include the following **special** circumstances:

- Service personnel and other employees prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education
- when a family need time together during or after a 'crisis'.

The DCSF guidelines specifically state that holidays taken for the following reasons should **not** be authorised:

- availability of cheap holidays
- availability of desired accommodation
- poor weather in school holidays
- overlap with beginning or end of term.

Please state the exceptional reason for requesting a Leave of Absence during term-time.

If you are requesting a Leave of Absence due to parent's work allocations, please provide documentary evidence of a shift pattern or a letter from the personnel department of the company.

**Please consider the following facts:
(SOURCE DCSF)**

- A student who is authorized to take ten days' holiday during one whole academic year will attain only 94.7% attendance.
- There is a strong link between the amount of absence and the results/qualifications that a student achieves.
- Every lesson matters – children who have time off often find it difficult to catch up and do well at school.
- Research suggests that just seventeen days missed from school equates to a GCSE grade.

For Office Use Only	<input type="checkbox"/>	Granted	<input type="checkbox"/>	Refused
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