

**CAEDMON COLLEGE WHITBY**

**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

There are many reasons why parents request a leave of absence for their child(ren) and the vast majority are reasonable and understandable. As you are probably aware, the Government and North Yorkshire County Council have issued stricter guidelines about granting leave of absence that parents/carers and Headteachers must be mindful of and abide by. Under Section 7 of the Education Act 1986, it is the duty of all parents to ensure their children receive an efficient, full-time education. This means that Headteachers are unable to grant requests unless there are ‘extenuating circumstances’ and they would not be able to class any term time holiday as ‘exceptional’.

Therefore, requests for holidays during term time will not be authorised and will appear on a student’s attendance record as an ‘unauthorised absence’. Any period of unauthorised absence of 5 days (10 sessions) or more may lead to you being issued with a Penalty Notice from the Local Authority. If you require further details, written guidance is available from the College website.

It is essential that parents complete this Leave of Absence form so that the College is fully aware of your son/daughter’s whereabouts during term time.

**Name:** ………………………………………………………………………….. **Tutor Group:** ……….……………….…

**Names of siblings at Caedmon College/other school(s) requesting the same absence:**

**Name:** ……………………………………………………… **School:** …………………………………………………….……

**Name:** ……………………………………………………… **School:** …………………………………………………….……

**Reason for request:** …………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………

**First date of absence from College:** ……………………………………………..……………………………………

**Date of return to College:** ……………………………….………………………………………………………………..

**Number of College days absent:** ………………….

**Signed:** …………………………………………… **(Parent/Carer) Date:** …………………………

**FOR OFFICE USE**

**Form seen and signed by Principal:** ………………………………………………………………………….

**Unauthorised**

**Authorised in extreme extenuating circumstances**

**Date form seen:** ……………………………………… **Date reply sent:** ………………………..