

Stocksbridge High School

Maths & Computing College
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HOLIDAYS IN TERM TIME

Dear Parent/Carer

I am sure you appreciate regular school attendance is essential if your child is to maximise their educational opportunities. Interruptions in school attendance disrupt your child's education, making it difficult for them to catch up on work they have missed, but can also affect their social interactions within school. We are keen to provide the best education possible and we can do this more effectively if students attend regularly.

Over the past few years, there have been increasing requests for holidays in term time, as parents/carers believe that students are allowed 10 days holiday from school in any one academic year.

The Government's guidance states that under exceptional circumstances the Headteacher may consider giving permission for a child to be absent from school for a maximum of 10 days in any one school year.

In line with Government guidance, I would like to outline clearly, when permission will not be granted.

- If the pupil is due to take an examination or any formal testing during the period of the leave of absence or during the two weeks leading up to those tests and examinations
- If the pupil has an attendance record below 90%
- If the leave of absence request is during the first two weeks of the new term in September

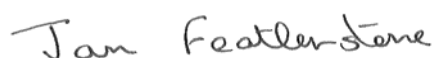


Additionally

- Any request must be made in writing on the 'Request for Leave of Absence during Term Time' form at least two weeks in advance of the leave. **Forms must be returned to the relevant Support Manager**
- Requests will be considered by the Senior Support Manager
- Any approval will be given in writing, stating what has been approved
- If approval is given but your child fails to return after 10 days following the agreed date, their name will be removed from the school roll
- We will **not** authorise any requests for leave of absence **during Y11**
- We will **not** set work to cover holiday absence

Taking unauthorised term time holidays may make you liable for a Penalty Notice. The penalty is a £50 fine, if paid within 28 days of receipt of the notice, rising to £100, if paid after 28 days but within 42 days. If the penalty is not paid in full within the 42-day period, Sheffield City Council may prosecute.

Yours sincerely,



J. Featherstone
Headteacher

STOCKSBRIDGE HIGH SCHOOL

Request for Leave of Absence during Term Time

Name of Student:	Form:
Address/Contact details: (Please include postcode)	
Reason for leave of absence during term time?	
<u>Dates of Absence:</u> From: _____ To: _____ (inclusive)	
Number of School Days Missed:	
Signature of Parent/Carer:	Date:
PLEASE PASS THIS FORM ON TO YOUR CHILD'S SUPPORT MANAGER FOR AUTHORISATION	

FOR SCHOOL USE ONLY

Criteria for Support Managers to consider:	Tick Box
Is holiday requested in first two weeks of new academic school year?	<input type="checkbox"/>
Do the dates clash with Examinations/SATs period?	<input type="checkbox"/>
Is student's attendance above 90%?	<input type="checkbox"/>
Has leave already been authorised?	<input type="checkbox"/>

AUTHORISATION of ABSENCE	Date Received:
Authorisation by Support Manager:	
Letter of authorisation sent to parent/carer: _____ / ____ / ____ Date	
NON-AUTHORISATION of ABSENCE	Date Received:
Reasons for school <i>not</i> authorising the absence:	
<div style="text-align: right;">Current attendance %</div>	
Letter not authorising absence sent to parent/carer: _____ / ____ / ____ Date	