



September 2019

Dear Parent / Carer

## Leave of absence requests due to family holidays in term time

I am writing to confirm the schools approach to requests for term time holidays for this academic year.

**There remains no entitlement for students to be absent from school for family holidays.** The Department of Education rules confirm that requested absence can only be granted in exceptional circumstances. Tupton Hall School will not automatically authorise a Leave of Absence request for the purpose of holidays in term time.

All requests for a leave of absence **must be made in writing using the official form**, this can be found on the Tupton Hall Website <http://bit.ly/2wDIqrJ> or collected from reception or student services and should be returned to Mrs Green (Attendance Clerk).

Completion of the form does not guarantee authorisation of the absence; parents/carers should consider whether the following apply to your situation prior to requesting leave of absence due to holidays in term time;

- A leave of absence request, in writing, has been submitted to Tupton Hall School at least four school weeks prior to the intended period of absence (holidays taken without prior agreement will be unauthorised)
- The student's previous attendance record over a 12-month period is ordinarily excellent, which Tupton Hall School judges to be 96%
- The parent/carers has not taken the student/s out of Tupton Hall School within the last 12 months.
- If the holiday dates being applied for are restricted by an employer the application needs to have an accompanying letter from the employer confirming this
- The absence will not seriously undermine and affect the student's progress in school. There will be no authorisation during examination or test periods.
- Requests are only made in *exceptional / unavoidable* circumstances which prevent the holiday from being taken outside of term time. (the price of a holiday does not count as an exceptional or unavoidable cause)
- Authorisation of holidays in term time for Y11 students is highly unlikely.
- The absence is ordinarily for a **maximum** of ten Tupton Hall School days in any school year.

If the request meets all the above criteria Tupton Hall School **may** consider authorising the leave of absence. Each request will be considered on an individual basis and dealt with fairly and objectively.

Please be aware that even authorised absence affects your child's attendance figure, (as well as impacting on their academic progress) and this may lead to further action being taken, up to and including, court fines.

Yours sincerely

Mr A J Knowles  
Headteacher

Mrs A S Webb  
Senior Assistant Headteacher