Please return this form to Pupil Services once completed

This form should be completed and signed by the parent/carer of the student. It must be returned to the school preferably at least four weeks **BEFORE** the commencement of the period of absence.

<table>
<thead>
<tr>
<th>Student Name(s):</th>
<th>Form(s):</th>
</tr>
</thead>
</table>

Reason for requesting leave of absence during term time:

<table>
<thead>
<tr>
<th>Date from:</th>
<th>Date to:</th>
<th>Number of school days:</th>
</tr>
</thead>
</table>

Signed: (Parent/Carer)

Date:

---

TO BE COMPLETED BY THE SCHOOL

Date received by school:

Key Stage Leader Comments:

Headteacher Response:

Register Code to be used by the school:

<table>
<thead>
<tr>
<th>B – Educated off Site</th>
<th>C – Other Authorised Circumstances</th>
<th>G – Holiday Not Authorised</th>
<th>H – Exceptional Circumstances</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Response sent to parent on:
Dear Parent/Carer

Request for leave of absence during term time from Helsby High School

As I am sure you appreciate, regular school attendance is essential for students to maximise their educational opportunities. Interruptions in school attendance disrupt their education; make it difficult for them to catch up on missed work and feel settled and involved in school. It is the School’s responsibility to provide the best education possible. We can only do this if our students attend regularly.

The Department for Education (DfE) recently announced important amendments to legislation surrounding holidays in term time. These changes came into effect on 1st September 2013.

The DfE guidance states that

- if you take your son/daughter out of school on an unauthorised holiday during term time, you may be liable to penalty notice of £60 in the first instance. Any unauthorised absences will also appear on your child’s attendance certificate.
- Only in exceptional circumstances may the Headteacher consider giving permission for a student to be absent from School.

All holiday and exam season dates have been circulated in the Information for Parents booklet, and are available on the school website www.helsbyhigh.org.uk.

Thank you in anticipation of your co-operation.

J Dowler
Headteacher