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| *St Stephen Churchtown Academy*  *Part of the Aspire Academy Trust*  LOGOCOLOUR  ‘*Where Every Child Matters’* | St Stephen Churchtown Academy  Creakavose  St Stephen  St Austell  Cornwall PL26 7NZ  Head teacher: Mr Simon Welch B.A.  Telephone 01726 822568  Fax: 01726 822060  e-mail: [enquiries@ststephenchurchtown.org.uk](mailto:enquiries@ststephenchurchtown.org.uk)  website: www.ststephenchurchtown.org.uk |

2015

Dear Parent/ Carer

Leave of Absence Request

At St. Stephen Churchtown Academy we encourage pupils to have 100% attendance. Occasional days off severely disrupts your child’s education. An odd day off each week throughout all your child’s time at school adds up to one complete year of missed education. We are working hard to ensure that a pupils learning time is not lost so that pupils will have every opportunity to reach their full academic achievements.

You have a legal duty to ensure that your child attends school regularly and punctually. The school and Local Authority monitor all attendance and will take action where this is poor. Since the beginning of 2015 the Government has set the threshold for ‘persistent absenteeism’ as 10% absence rate.

**Term**-**time** **holiday**

**Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days.** The amendments make it clear that **Head Teachers should not grant any leave of absence during term time** unless there are exceptional circumstances.

The Government recommends that family holidays are taken outside of term time. To help with this the dates of school terms are published well in advance to help you plan your holidays so that they do not clash with term time.

**If you still wish to take your child out of school (holiday) during term time,** you must apply for permission in advance in writing using the attached form. Permission for authorised leave of absence may be granted for exceptional circumstances only and in relation to previous attendance records.

If your request is refused you must ensure your child attends school. If they do not, this will be marked as an unauthorised absence. From July 2015 there has been a tightening of guidelines for the issuing of penalty notices and potential prosecution.

* Unauthorised absence or persistent lateness
* Ten or more half day sessions (5 complete days) in any 100 sessions. Twenty or more unauthorised sessions (10 days) prosecution will be considered.

Penalty Notices are intended to be used in tackling parentally condoned absence, where is is reasonable to expect a parent can ensure the child’s regular attendance but are not willing to take responsibility for doing so.

The Education (Penalty Notices) (England) Regulations 2007 set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children’s regular attendance at school. See Cornwall Council Code of Conduct for issuing Penalty Notices in Respect of Unauthorised Absence from School.

Yours sincerely

Simon Welch Head Teacher

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Request for Term Time Leave of Absence

Name of Child ……………………………………………………………………………………………………..

Dates Requested …………………………………………………………………………………………………

Total Number of Days Requested ………………………………………………………………………..

Exceptional Circumstances supporting the request.

(This does not ordinarily mean the availability of cheap holidays or work shifts).

Name of Parent / Carer ……………………………………………………………………………………………..

Signed Parent / Carer ………………………………………………………………………………………………...

Date: ……………………………………………………………………….