



Dear Parent/Carer

Request for leave of absence during term time from Notre Dame High School

Please read this letter before filling in the top half of the form on the reverse and returning it to 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, makes it difficult for them to catch up on missed work, 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.

Please bear in mind that there are 13 weeks in the year when family holidays can take place.

Government guidance states that in **exceptional circumstances** the Head Teacher **may** consider giving permission for a student to be absent from School.

Even if there are **exceptional circumstances**, Sheffield Local Authority guidance recommends that Sheffield Schools do not grant permission if...

- The student is due to take a public examination during the holiday period.
- The student has an attendance record of less than 90%.
- The holiday request is during the first two weeks of September.

Please also note the following...

- Any request must be on the form attached
- The form must be submitted at least 2 weeks in advance
- Any approval will be given in writing

The guidance states that if you take your child out of school on an unauthorised holiday during term time, you may be liable to penalty notice of £50 in the first instance.

Thank you in anticipation of your co-operation

Mr J Martin
Headteacher



NOTRE DAME HIGH SCHOOL

Fulwood Road, Sheffield S10 3BT

Tel No: 0114 230 2536

E-mail: school@notredame-high.co.uk

REQUEST FOR STUDENT LEAVE OF ABSENCE

Student's Name:	Form:
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Reason for requesting leave of absence during term time:		
Dates from:	To:	Total No of Days:
Signed by Parent	Date	

Date Received at school:
Head of Year comments: (Following discussion with Form Tutor and considering current attendance/progress and previous Leave of Absence requests)
Headteacher response – Permission is granted/not granted for leave of absence

Register Code to be used;

C – Other authorised circumstances <input type="checkbox"/>	B – Educated off site <input type="checkbox"/>	G – Family holiday not agreed <input type="checkbox"/>	H – Family holiday agreed <input type="checkbox"/>
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