



Together in the Pursuit of Excellence

Congleton High School  
Box Lane, Congleton  
Cheshire, CW12 4NS  
T: 01260 730123  
E: enquiries@congletonhigh.com  
t: @CongletonHS  
www.congletonhigh.com  
Headteacher: H Thurland  
BA Hons, NPQH

**Leave of Absence during Term Time**

At Congleton High School we firmly believe maintaining an excellent attendance record is directly related to achieving success, which is why we expect all students to aim for at least 96% attendance, although many maintain a 100% attendance record.

We hope that all parents and carers will encourage their child to maintain a high level of attendance and support them by not making appointments etc. during school hours. Leave of Absence will only be authorised in very exceptional circumstances.

The 2013 amendments to the Education (Pupil Registration) (England) Regulations 2006, make clear that the Principal may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. Therefore, Leave of Absence during term time for a family holiday will only be authorised if the parent or carer can prove that the circumstances for the request are exceptional.

Further details can be found at:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

If a parent or carer feels that there are exceptional circumstances making a request for a Leave of Absence unavoidable then the following form should be completed in as much detail as possible to allow a decision to be made. However should the parent or carer decide to take Leave of Absence without the necessary authorisation, the school reserves the right to issue a Fixed Penalty fine.

Student's name:..... Tutor Group:.....

Leave of Absence from:..... returning to school on.....

The exceptional circumstances are as follows:

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Signed:.....Parent/Carer

Taking your child out of school without the school's authorisation may result in the school requesting the Local Authority to issue a Fixed Penalty Notice to each Parent/Carer for each child.

<b>Penalties for unauthorised absence</b>		
<b>Timeline</b>	<b>One child</b>	<b>Two children</b>
Paid within 21 days	£80 per parent	£80 per child = £160 per parent
After 21 days and before 28 days	£160 per parent	£160 per child = £320 per parent
After 28 days	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance

Please return the completed form to the school Office at least 4 weeks prior to the intended absence.