



Rayner Stephens

H I G H S C H O O L

Address

Rayner Stephens High School
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Cheshire
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Contacts

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Head of School

Mr M. Davies

LEAVE OF ABSENCE REQUEST FORM

Please note that leave of absence may only be granted by the Headteacher where there is an exceptional circumstance creating an unavoidable cause for absence. Parents/ carers are expected to provide additional supporting evidence in relation to the request.

Absence in term time will not be granted for the purpose of a family holiday.

All requests must be made with at least 10 days' notice to allow the Headteacher to give appropriate consideration and respond in writing. Please do not book any accommodation or travel arrangements prior to receiving a written response.

Parents / carers are reminded to check the Foreign and Commonwealth Office travel guidance to confirm destinations are safe for travel and any extra precautions that may be required

<https://www.gov.uk/foreign-travel-advice>

Any learner that is absent from school for the purpose of leave of absence, without prior consent from the Head teacher will be marked as code G on the register. This is unauthorised absence and may result in the Local Authority issuing a penalty notice to each responsible parent. Penalty Notices are a fine of £120 per parent, per child to be paid within 28 days (reduced to £60 each if paid within 21 days).

Unauthorised leave of absence in excess of 20 school days may also mean your child losing their place at this school. Any child removed from roll for this reason would need to reapply to the Local Authority for admission to a Tameside school. There is no guarantee that they would be re-admitted to this school.

Please complete the below slip and submit this to the Attendance Office with your supporting evidence.

Name of Learner: _____

Form: _____

Destination: _____

Dates of absence required: _____

Reason: _____

Office use only: Date request received _____

