

The McAuley Catholic High School

A Catholic Voluntary Academy

Cantley Lane, Doncaster, DN3 3QF

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www.mcauley.org.uk

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Headteacher: Mr J Rooney

Deputy Headteacher: Mrs F Newsome Deputy Headteacher: Mr G Long Deputy Headteacher: Mr P Cleary

Our Ref: PCL/JH

Dear Parent/Carer

Request for Holiday/Leave of Absence during term time from The McAuley Catholic High School

Please read this letter before filling in the top half of the attached form and returning it to school.

I am sure you appreciate, regular school attendance is vital for students to maximise their educational opportunities. Interruptions in school attendance disrupt a student's education, make it difficult for them to catch up on missed work, feel settled and involved in school life.

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 be taken.

The Government has stated that no holidays are permitted in term time. In **exceptional circumstances** the Headteacher **may** consider giving permission for a student to be absent from school.

Even if there are **exceptional circumstances** permission will not be granted if:

- The student is due to take a public examination during the holiday period
- The student has an attendance record of less than 96%
- The holiday request is during the first two weeks of September

Please also note the following:

- Any request must be on the form attached and submitted at least 4 weeks in advance
- Do not make any bookings before your request has been considered
- Any approval will be given in writing

The guidance states that if you take your child out of school on an unauthorised holiday/Leave of absence during term time, you may be liable to a Fixed Penalty Notice of £60, payable within 21 days. A separate Penalty Notice will be issued to EACH parent for EACH child who has an unauthorised absence. If payment is not made within 21 days but is then made within 28 days, the charge will increase to £120. Failure to pay within 28 days will

result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at School.

As well as for holidays/leave of absence, Fixed Penalty Notices will be issued if;

- A pupil has unauthorised absence from School and this does not improve following a Fixed Penalty Notice warning letter
- A child is found on a Truancy Patrol twice during a four month period

Please try to keep absence for any reason to an absolute minimum.
Thank you in anticipation of your co-operation.

Yours sincerely

Mr J Rooney
Headteacher

The McAuley Catholic High School



REQUEST FOR STUDENT LEAVE OF ABSENCE (PLEASE INCLUDE ALL SIBLINGS)

Name of student(s)		Form(s)
Reason for requesting Leave of absence during term time:		
Dates from:	Dates to:	Total Number of Days:
Signed by parent:		Date:
Please print name:		

For office use:

Date received at school:
Head of Year comments:
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 Absence not agreed <input type="checkbox"/>	H Absence agreed <input type="checkbox"/>
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