



Ribston Hall High School

Request for leave of Absence during term time

To: Headteacher/ Head of Year/ Head of Sixth Form

I hereby request leave of absence for:

Student's Name Form

From: To: (Inclusive dates)

Please give reason for leave of absence during term time

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.....
.....

Signature of Parent/Guardian Date

If a holiday, please return this form to the Head of Year/Head of Sixth Form at least 14 days in advance

Please note:

- Holidays in term time are discouraged. We will only authorise holidays under exceptional circumstances and will take into consideration:
 - Overall attendance of the student
 - Duration of the holiday
 - Impact on the student's education
 - Family circumstances
- Holiday request for students in their examination years (10 – 13) are strongly discouraged and rarely granted.
- Failure to request leave beforehand or refusal to grant leave will result in your child's absence being recorded as Unauthorised, which could lead to a fixed penalty fine being served.

Any holiday-related/unauthorised absence taken that includes 10 sessions in 10 weeks, may result in a Penalty Notice. The penalty amount is increasing to £160 from September 2024(reduced to £80 if paid within 21 days for the first offence). If a parent receives a second penalty notice within a rolling three-year period, the fine is £160 and there is no option to pay the fine at a reduced rate.

For School Use:

% Attendance to date:	
Headteacher/ Head of Year/ Head of Sixth Form (Please initial in the appropriate box):	
Authorised:	Unauthorised:
Letter to Parents (Date Sent):	