



Ribston Hall High School

Request for leave of Absence during term time

To: 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:

1. 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
2. Holiday request for students in their examination years (10 – 13) are strongly discouraged and rarely granted.
3. 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:	
Head of Year/ Head of Sixth Form (Please initial in the appropriate box):	
Authorised:	Unauthorised:
Letter to Parents (Date Sent):	