



# CARDINAL NEWMAN CATHOLIC SCHOOL

## Cardinal Newman Catholic School

### Exceptional Leave

The school is very reluctant for a child to miss any part of his/her education.

1. There are a number of sources regarding attendance, including our school newsletter, the school website [www.cardinalnewman.coventry.sch.uk](http://www.cardinalnewman.coventry.sch.uk), and DfE. Term dates are published well in advance on the school website.

2. The reference in law to Head Teachers being able (at their discretion) to agree up to 10 days of leave of absence has been removed. **This means that holidays in term time will not be granted.** Under Government regulations, leave of absence can only be granted by the head teacher in the case of exceptional circumstances and is for a maximum of **10 days**. The leave must be authorised **before** any tickets are booked and where possible, be at least 4 weeks before the beginning of the absence.

**The decision to authorise absence rests with the school and once the decision is made, it is final.**

3. When considering exceptional circumstances the Head Teacher will take into account:

- Attendance - A student with any less than 95% attendance is unlikely to be granted extended authorised absence, regardless of the reasons for their prior absence.
- Proximity to exam dates – no student in year 11, 12 or 13 will be granted leave.
- No student in year 7 during the first half term of the academic year.

4. If permission is granted, the student must ensure they are up to date with their school work before they leave and in addition, it will be parents'/carers' responsibility to ensure that their son/daughter makes up any missed work in his/her **own time** upon return to school.

5. If a child becomes ill whilst abroad please note that before returning to school they **must** be seen by their GP in the UK and be certified fit to return.

6. If permission is granted photocopies of airline or travel tickets will be required by the school office **before** travelling.

Should you decide to take your child out of school without the Headteacher's permission, the absence will be recorded as unauthorised and a Penalty Notice by the Children and Families First Team under S23 (1) of the Anti-Social Behaviour Act 2003 and Sections 444A and 444B of the Education Act 1996 will be issued and may result in a fine of up to £120. If a student does not return to school, they may be taken off the school roll.

**Please note: Local Authority Guidance states that if two Penalty Notices have already been issued for periods of unauthorised leave, a Penalty Notice will NOT be issued on the third occasion and you will be taken straight to Court under the higher level aggravated offence.**

This means that you may be subject to a much more severe penalty i.e. a maximum fine of up to £2,500 or 3 months in custody or, a community order which may involve you doing a number of hours of unpaid work.



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### Application form for Exceptional Leave

**Please read the information overleaf before completing this form**

The school will only authorise this absence if this form is completed and returned to the school **4 weeks before** you leave. In the event of an emergency situation at very short notice, please contact the school office who will refer to the Head Teacher as necessary.

STUDENT'S DETAILS	
Name	Tutor Group
Address	Telephone Number
PROPOSED DESTINATION	
DATES	
First day of absence	
Last day of absence	
Date return to school	
REASON FOR REQUEST	
ANY OTHER SUPPORTING INFORMATION OR MITIGATING CIRCUMSTANCES	

**IMPORTANT:** If your child is ill whilst away from school or he/she returns to the UK feeling unwell, it is essential that your child is examined by your local G.P. A medical note confirming that the child is not suffering from any infections or contagious illnesses and is fit to attend school **must** be received by the school before the child returns to school.

- I agree to the conditions outlined in this document.
- I understand that it is my responsibility to ensure my son/daughter makes up any missed work in his/her own time upon return to school.
- I have read the school's extended authorised absence policy.

**SIGNED** .....

**(Person with Parental Responsibility)**

**PRINT NAME** ..... **DATE** .....