



Succeed

Headteacher: Mr A Smith

Stocksbridge High School

(A part of the Minerva Learning Trust)

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Minerva
Learning Trust

Stocksbridge
Family of Schools

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Dear Parents/Carers

Notice of Term Time Leave

You may be aware that all schools and local authorities have been issued with guidance from the government to restrict the amount of term-time absence for pupils, Sheffield Local Authority has developed a policy that schools in the Minerva Trust (of which we are a part) have agreed to adopt.

The policy states that no school will grant any Notification for leave during term time unless there are 'exceptional circumstances'.

As from 1 October 2013, all schools in the Minerva Trust will adhere to this policy.

The policy allows the Local Authority to consider legal action in the case of instances of unauthorised absence from school. Section 444 of the 1996 Education Act states that all parents have a legal obligation to ensure that their child attends school regularly.

"Taking unauthorised term time holidays and/or persistent absence may make you liable for a Penalty Notice (fine). The penalty is a £120 fine, per parent/carer if paid within 28 days of receipt of the Penalty Notice, reduced to £60 per parent/carer, if paid within 21 days. If the payment is not made you may be prosecuted by Sheffield City Council for the original offence. This may result in a fine up to £1000 plus costs.

Stocksbridge High School is committed to raising the profile of attendance and its link to achievement. We would like to thank all those parents who continue to work with the school in ensuring that their children attend school on time, every day.

The policy is available to read on the school website.

Yours sincerely

Mr Evans
Assistant Headteacher

Notification of Term Time Leave (one form per child)

Before completing this form please ensure you have understood schools policy for term time leave

Name of Pupil: Year: Form:	Siblings in this or other schools: (name, dob, name of school)	
Name of Parent/Carer 1: DoB of Parent/Carer 1: Address Parent/Carer 1: Telephone Number: Email:	Name of Parent/Carer 2: DoB of Parent/Carer 2: Address Parent/Carer 2: Telephone Number: Email:	
Number of days of requested leave:		
First date of absence: Date returning to school:		
Notifications for leave during term time should be authorised by the headteacher if the reason is considered to be exceptional circumstance.		
Reason for leave:		
Do you consider there to be exceptional circumstances?		
Yes <input type="checkbox"/> Please attach additional information/evidence to support your circumstances		
No <input type="checkbox"/>		
Where will you be staying during the leave period?		
Please provide the full address and Emergency contact details below		
<ul style="list-style-type: none"> I confirm that the information on this form is true. I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the due date. I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school. I am aware that I may be fined and /or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher. 		
Signed by Parent/Carer	Print name & relationship to child	Date
For school use only		Date request received
Has the notification been considered by the Headteacher? Y/N		
Number of school days authorised Number of days unauthorised		
Date of decision letter sent to parent/carers (only if any absences has been authorised):		
If unauthorised leave is taken and this case complies with Penalty Notice criteria please forward to MAST along with Pupil student attendance register.		
Name of school: Stocksbridge High School	Headteacher's signature:	Date:

