

New Bridge works in partnership with parents to provide the best education we can for your child. We know that regular attendance through the year is essential to your child's education and this may be affected by not attending school regularly. Attendance is monitored carefully by New Bridge and parents will be invited to attend an appointment if we believe rates of absence are in danger of becoming too high.

New Government Legislation states that requests for leave will only be granted during term time if the Head of School considers it to be extreme exceptional circumstances. Before making any arrangements for leave parents must obtain permission from the school their child attends. Only the Head of School is able to authorise leave. No parent has the right to take their child out of school during term time. This is a criminal offence and can lead to prosecution. There is no right of appeal to parents when contesting the Head of School's decision. If a request is declined and there is unauthorised absence during these periods, New Bridge may instruct the Local Authority who may issue a penalty notice. This may result in a fine.

Once completed, please return this form to the Administrator/Head of School

Name of Young Person		Year/Tutor Group	
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Date(s) of proposed absence	
From: (first day of absence)	
To: (last day of absence)	
Total number of school days requested:	

Please give the reason for this request. If 'family holiday' please attach a letter explaining the reason you are requesting a holiday in term time.

Parent signature: _____ Date: _____

Office use only	
Is this the first request this academic year? YES / NO	
Decision: Authorised / Declined (<i>Letter to be sent to family once decision has been made</i>).	
Attendance Code to be entered	Please tick
C = Leave of absence authorised by the school	
H = Holiday authorised by the school	
R = Religious observance	
G= Holiday not authorised by the school or in excess of the period determined by the Head of School	
O = Absent from school without authorisation	
Signed and Dated (Head of School):	