



### Leave of Absence in Term Time

Minsthorpe Community College will NOT authorise requests for term time holidays following on from DfE Guidance. In order to enforce this decision, the Governors have agreed to the issuing of Penalty Notices (PN) for parents/carers taking their children out of College during term time for unauthorised family holidays. The Policy is in line with Wakefield Council Code of Conduct on Penalty Notices. The College will work closely with the Education Welfare Service to enforce this policy. Schools should only authorise leave of absence in exceptional circumstances. If a school grants a leave request, it will be for the Principals to determine the length of time that the child can be away from school. As Principals should only grant leaves of absence in exceptional circumstances, a family holiday will always be an unauthorised absence. Please see the Good Attendance Policy on the College website. <https://www.minsthorpe.cc>

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**Leave of Absence in Term Time - Request Form**

Student Name: ..... P&A Group: .....

Parent/ Carer Name: ..... DOB: .....

Parent/ Carer Name: ..... DOB: .....

Dates Requested: From ..... to .....

I believe that there are exceptional circumstances because .....

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Signed: ..... Parent/ Carer Date: .....

**72% of Minsthorpe students who had over 95% attendance achieved their target grade GCSE's (or equivalents) in English and Maths in 2022. For students with less than 95% attendance, only 37% achieved this measure.**

**Please remember that students at Minsthorpe Community College start their KS4 Examination and Vocational Qualifications in Year 9.**

**Parents have a responsibility to check if their child is due to take any external examinations. If a student misses an examination the examination board may charge you for this.**

Please return to the Uniform Room. FAO: Education Welfare Officer

Motivation ♦ Commitment ♦ Care

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