



## 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. Please see the Good Attendance Policy on the College website. <https://www.minsthorpe.cc>

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

Student (legal) Name: ..... DOB: ..... P&A: .....

Home Address: .....

Date of Absence: From ..... to .....

Date returning to school: .....

Reason for absence .....

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Name (s) of parent(s) / carer(s) taking the child: .....

Address of parent(s) taking the child: .....

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

**76% of Minsthorpe students who had over 95% attendance achieved grade 9-4 in their GCSE's (or equivalents) in English and Maths in 2024. For students with less than 95% attendance, only 37% achieved this measure.**

**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 Attendance Office. FAO: Education Welfare Officer**

Motivation ♦ Commitment ♦ Care

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