



www.newent.gloucs.sch.uk

Headteacher ♦ Mr Ben Dumayne

Request for a leave of absence during term time

Dear Parent/Carer,

At our school, we are deeply committed to living our HEART values: **Honesty, Excellence, Accountability, Respect, and Teamwork**. These principles guide everything we do, especially in our shared mission to provide every child with the very best start in life.

We believe that working collaboratively with families is essential to ensuring children thrive both academically and personally. A strong partnership between home and school helps us maintain continuity in learning and emotional wellbeing, which is why we place a strong emphasis on support first, ensuring that every decision we make is in the best interest of the child.

With this in mind, we would like to remind you that the law does not grant parents a right to take their child out of school during term time. The Department for Education allows the Headteacher discretion to authorise leave of absence only in exceptional circumstances.

While you may feel that a holiday or trip has educational value, it's important to consider the impact on your child's learning. Time away from school means missing out on lessons that build sequentially, and children often return unprepared for new content. This can affect not only their progress but also the learning environment for others. As a school community, we all share the responsibility to minimise disruption and uphold high standards of excellence in education.

If you wish to request a leave of absence, please complete the form attached, clearly stating your reasons. Requests must be submitted at least seven days in advance and cannot be authorised retrospectively. If the request is not deemed exceptional, it will not be approved. Should you choose to proceed with the absence regardless, it will be recorded as unauthorised.

In cases of unauthorised leave, the Headteacher will request that the Local Authority issue a Fixed Penalty Notice without further warning. This fine is £80 per parent per child if paid within 21 days, rising to £160 if paid between 21 and 28 days. Failure to pay may result in prosecution through the Magistrates' Court.

We ask for your honest communication and respectful engagement with this process, and we thank you for your continued teamwork in supporting your child's education. Together, we can ensure that every child receives the consistent, high-quality support they deserve.

Yours sincerely

Ben Dumayne
Headteacher

Watery Lane, Newent, Gloucestershire GL18 1QF

Telephone: 01531 820550

Sixth Form: 01531 828915

Email: admin@newent.gloucs.sch.uk



REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Student's Name _____ Class/Tutor Group _____

Student's Address _____

Date of first day of absence _____ Date of return to school _____

Number of days absence _____

If a student fails to return within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child's name from the Admissions Register and register them a Child Missing Education.

Please detail the exceptional circumstance for which you are requesting leave of absence

I understand that if the absence request is not authorised and the holiday is taken the Headteacher may request that the Local Authority issue a Fixed Penalty Notice. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £80 if paid within the first 21 days which increases to £160 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.

Name(s) of Parent / Carer(s) making application:

Dr / Mr / Mrs / Miss / Ms Forename _____ Surname _____

Address _____

Signed _____ Dated _____

Dr / Mr / Mrs / Miss / Ms Forename _____ Surname _____

Address _____

Signed _____ Dated _____

*Please ensure you are giving at least seven days' notice of the proposed absence,
retrospective applications cannot be authorised*

For school to complete and copy retained: AUTHORISED / UNAUTHORISED (please circle)

**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME
NEWENT COMMUNITY SCHOOL AND SIXTH FORM CENTRE RESPONSE**

This response must be sent to **each** parent and a copy retained by the school

Dear _____

Child's Name _____ Class/Tutor Group _____

Your request for absence on the following dates: ____/____/____ to ____/____/____

(totaling _____ days), has been considered and is

AUTHORISED / UNAUTHORISED

- a. Their attendance is currently _____
- b. The request **does/does not** meet the criteria for 'exceptional circumstances'.

Please note: An unauthorised absence may be notified to the Local Authority and a Penalty Notice may be issued without further warning

Signed _____ Dated _____

Print name: _____