



# Bideford College

Part of the Launceston College Multi Academy Trust

## LEAVE OF ABSENCE

Bideford College will not approve any absence in term time, except in special circumstances. Please complete the section below and return for the attention of the appropriate Assistant Principal for the Key Stage. Your child will be expected to collect and complete all missed work. Please visit the school website [www.bidefordcollege.org](http://www.bidefordcollege.org) for detailed information regarding leave of absence.

**Please be aware that if holidays are taken without approval a Penalty Notice may be issued without further warning. Payment of a Penalty Notice within 21 days is £60, between 22 and 28 days is £120.**

Student's Name..... Tutor Group.....

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Absence Period from (1<sup>st</sup> day of absence)..... to (return date to school).....

Number of school days to be missed.....

Signature of Parent/Carer..... Date.....

Name of Parent/Carer (please print).....

Address.....

Siblings at other schools; Name..... School.....

Name..... School.....

A detailed letter explaining the reason for absence needs to be attached to this form and sent to the Assistant Principal for consideration. If the absence is for religious observance, please include the name and contact details of your place of worship.

### School use only

Attendance.....%      Unauthorised absence.....%      Authorised absence.....%

Previous Year's Attendance.....%      Has holiday already been taken this year? Yes / No

ABSENCE AUTHORISED

ABSENCE UNAUTHORISED

Assistant Principal's signature.....

**Lyndsey Kane**  
Bideford College Principal

**Jack Jackson**  
MAT Chief Executive Officer

**Bideford College**  
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## NOTES TO PARENTS/CARERS

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time, you must have Parental Responsibility and be the parent/carer with whom the child normally resides.

Permission must be sought in advance. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school the authorising of the absences will be conditional on the child(ren) having satisfactory attendance up to the date covered by this request.

### WARNING

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. A significant amount of unauthorised absence may make you liable to a Penalty Notice for each child, payable by each parent/carer, or the subject of court proceedings, which could result in a fine of up to £2500 and/or a term of imprisonment of up to 3 months.

Parents should note that in normal circumstances, current practice is that only one Penalty Notice will be issued to a parent relating to the absence of a particular child within a two-year period. Should a further period of unauthorised absence be recorded, then the parent(s)/carer will normally be summonsed to appear at a Magistrates Court, unless an Education Supervision Order is considered more appropriate.

