



Montgomery High School

An Academy within the Fylde Coast Academy Trust
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Mutual Respect, Ambition and Learning

Request for leave in term time

Fylde Coast Academy Trust (FCAT) Attendance policy sets a minimum target of 96% attendance for every pupil to ensure they achieve their full potential. If 10 days are missed in a school year whether through illness, medical appointments, or a holiday this target cannot be achieved. Pupils are only required to attend school 190 days per year therefore they have 175 days available to take any leave.

FCAT schools will not be authorising holidays in term time as, in line with government regulations, Principals/ Head teachers should not grant leave of absence unless there are exceptional circumstances.

According to the National Association of Head Teachers:
'the fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. By unavoidable we mean an event that could not be reasonably scheduled at another time'

Please note that should a pupil be taken on a holiday in term time his/her attendance record will show all of the days absent as unauthorised absence.

Furthermore parents are highly likely to receive a Fixed Penalty Notice. Currently this is a fine of £120 per pupil/ per parent.

For example a family of 2 parents with 2 children could incur a fine of £480.00

Parents can face prosecution if 28 days have expired and full payment has not been made.

Recent research by the Department for Education shows a clear link between attendance and achievement. Specifically, pupils with no absence are 1.5 times more likely to achieve 5+ GCSEs A*-C or equivalent and 2.8 times more likely to achieve 5+ GCSEs A*-C or equivalent including English and mathematics than pupils missing 15-20 per cent of KS4 lessons.

This form **MUST** be completed in all circumstances if you plan to take your child out of school during term time. This is required for our safeguarding procedures

To: *The Principal of Montgomery High School*

I wish to request leave in term time for:

Child's name Class/Year

Child's name Class/Year

First day of school absence.....Date of return to school

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

Parent (1)..... Parent (2).....

Tel Number(s).....

Address

In order to avoid a Penalty notice I/we wish for the following exceptional circumstances to be considered. Please continue on a separate sheet if needed.

Signature of Parent(s)/Carer(s)

Date

.....

Office use only			<input type="checkbox"/> Absence authorised Code ____ <input type="checkbox"/> Absence unauthorised
Date form received	No of school days absence requested	% Attendance	
			Signed _____ Principal
			Signed _____ PWO

Autumn Term 2016/2017

Inset Day Tuesday 30th August 2016

Re-opens for pupils on Wednesday 31 August 2016

Half term closure Monday 24th October 2016 - Friday 4th November 2016 (inclusive)

Re-opens for pupils on Monday 7th November 2016

Academy closes for Christmas break on Wednesday 21st December 2016

Inset Days Thursday 22nd December 2016 and Friday 23rd December 2016

Spring Term 2017

Academy opens Monday 9th January 2017

Half term closure Monday 20th February 2017 - Friday 24th February 2017 (inclusive)

Re-opens for pupils on Monday 27th February 2017

Academy closes for Easter break on Friday 7th April 2017

Summer Term 2017

Academy opens on Monday 24th April 2017

May Day closure on Monday 1st May 2017

Half term closure Monday 29th May 2017 - Friday 2nd June 2017 (inclusive)

Academy Closes for the Summer Break on Friday 21st July 2017

Inset Days Monday 24th July 2017 and Tuesday 25th July 2017