



# BEACON HILL COMMUNITY SCHOOL

Market Square, Aspatria, CA7 3EZ. Tel: 016973 20509 Fax: 016973 22510

E-Mail: [beaconhill@beaconhill.cumbria.sch.uk](mailto:beaconhill@beaconhill.cumbria.sch.uk)

Website: [www.beaconhill.cumbria.sch.uk](http://www.beaconhill.cumbria.sch.uk)

Headteacher: Mrs J Richardson BEd. NPQH



## Absence Authorisation Form 2013/2014

From September 2013 the school and the Headteacher no longer have the discretion to authorise school absence for holidays within school term time, this means that if you do take your child out of school on holiday during term time there are two outcomes. Your child misses valuable teaching and learning time with the impact that has on their attainment. The absence also has to be unauthorised and these figures may affect a student when applying for further education and training.

Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a Headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday. Parents can be fined for taking their child on holiday during term time without consent from the school.

Where a family holiday during term time is agreed to be unavoidable, **it is vital that it does not coincide with examinations or other important tests that your child has to take. This is particularly crucial in year 10 and 11 when students take GCSE Controlled Assessments throughout the year.**

**Key Stage 3** – Y7, Y8, Y9 – See school website for specific dates.

**Key Stage 4** – Y10 internal examinations and Y11 mock examinations, Monday 9<sup>th</sup> – Tuesday 17<sup>th</sup> December 2013.

**GCSE** May - June 2014 – contact school for exact dates.

Dear Mrs Richardson,

I would like to ask your permission for my child/children to be absent from school on the following dates:

Name of Pupil(s)	Tutor Group	Start Date	Date to return back to school

The reason for this request is:

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Date received: \_\_\_\_\_ Signature: \_\_\_\_\_

Official exams to be taken this year: \_\_\_\_\_

**AUTHORISED/UNATUHORISED** HT Signature: \_\_\_\_\_

Attendance statistics	Number of holidays in term time

