



# NEWSTEAD WOOD SCHOOL

*"creating opportunities for success"*

Dear Parents/Carers

## Request for Absence/Special Leave 2024-2025

As we are receiving increasing numbers of requests for holidays and special leave in term time, we are writing to remind you of the School's policy.

The law requires Parents/Carers to ensure their child's regular attendance at school and normally we would not expect you to take your daughter/son out of school for a holiday. **There is no automatic right to a holiday in term time.**

Students at Newstead Wood School have extended families all over the world. When considering the timing of your family holiday, please remember the following:

- A two week term time holiday means that your child misses out on 50 hours of learning
- Research shows that children often do not catch up when work is missed – this could have serious consequences for their learning and progress
- Your child's term time holiday could affect other students – the time teachers have to help all the students in a class is reduced if they spend time helping your child to catch up after a holiday
- There are 177 non-school days each year for holidays, cultural experiences and family time

If having read these points, you feel it is unavoidable to take your child on a holiday or special leave of absence in term time you must make an application in advance. Forms are available from the main office and we request that you apply **at least 2 weeks in advance of any proposed holiday or special leave.**

The local education authority and the national government strongly discourage schools from allowing term time holidays. While you can be assured that each request will be considered on its individual merits, our practice is only to authorise holidays and leave in exceptional circumstances.

If you withdraw your child for leave of absence during term time and we have not agreed to it, this absence will be unauthorised. **If leave of absence is recorded as unauthorised and is for five or more consecutive days (please note absence both before and after a school holiday is counted as consecutive days), a request will be made to the Local Authority for a Penalty Notice to be issued to you.**

Our aim is to ensure our students receive the most from their education and we hope that we can count on your support in this matter.

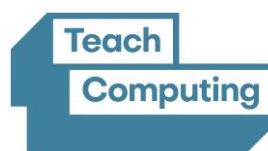
Yours sincerely

Mr A Blount  
Headteacher

**Headteacher:** Mr Alan Blount, MA, BSc, QTS

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# NEWSTEAD WOOD SCHOOL

## Application for Leave of Absence

Name of student \_\_\_\_\_ Form \_\_\_\_\_

I wish to apply for my daughter/son to be absent from school on the following dates:

From \_\_\_\_\_ To \_\_\_\_\_

Reason for request:

Signed \_\_\_\_\_ Date \_\_\_\_\_

This form is to be completed by the Parent/Carer and forwarded to the Head of Year no less than 15 days before the proposed absence.

Absence from the school is not authorised unless permission is granted by the Head of Year prior to the dates of the absence.

Dear Parent/Carer

Name of student \_\_\_\_\_ Form \_\_\_\_\_

**The absence from school requested is authorised/not authorised**

Head of Year \_\_\_\_\_ Date \_\_\_\_\_

**Penalty Notice applied for Yes/No**