

HARINGTON SCHOOL

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Dear Parents and Guardians

It is a key aim of Harington School that all students should have 100% attendance in order to maximise their educational experience and attainment. In line with this, all Harington students will be required to attend all timetabled lessons, Wednesday activities, private study and tutor periods. Students are not allowed off site during the school day without prior permission.

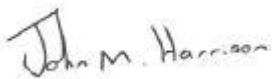
Absences can adversely affect the progress that students make. One of the most important things you can do for your son/daughter is make sure that he or she attends Harington School regularly and on time. It is only me, as the Head of School, that can authorise any absence from the School.

I am only able to authorise time off school in exceptional circumstances. Any applications must be received in writing, prior to the event. The School cannot authorise absence requests on the basis of cost, nor can the School authorise a known absence retrospectively.

Unauthorised absence will form part of a student's record. It is often difficult for students to catch up with work as they miss out on the interaction with the teacher and other students.

If you wish to take your child out of school for what you consider an exceptional reason, please complete the form below and return it to me, attaching a note stating the reason for the absence. Please note that we may need to ask for additional evidence to support any request.

Yours sincerely,



John Harrison
Head of School

WARNING – A fixed penalty notice may be issued by the Local Authority if you choose to take unauthorised term time holiday. Each parent may be liable to a penalty of £60 if paid within 21 days and £120 if paid within 28 days. Where there is more than one student from the same family attending Harington School, this penalty will apply to each student.

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ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES

I/we request that (Name)..... Tutor Group..... should be granted an authorised absence from (start date)..... to (end date)..... This is a total of school days.

I understand that this will result in work being missed and may affect the learning and achievement of my son/daughter.

Please note that a signed letter on headed paper from an employer must be attached to this request form if the absence is due to work commitments.

Please attach a note stating the reason for the absence.

I confirm that I am aware of the Harington School absence policy and it is not possible to avoid this absence by using school holidays. I understand that this absence cannot be authorised unless deemed to be an exceptional event.

Signature of Parent/Guardian:.....

Date:.....