

Leave of Absence Request

(including Holidays in Term Time)

Principals can only grant term time absences in 'exceptional circumstances. These will be decided on the individual circumstances and the relevant context behind the request.

The principal does not have to give permission if you request a holiday. If the holiday is not approved; your child's absence will be recorded as unauthorised.

Exceptional Circumstances may include:

- Funerals or weddings of close family members
- Forces staff returning from abroad
- Religious observance
- Graduation of an immediate family member
- Parents/carers returning from having to work abroad for a fixed, minimum term period
- Compassionate leave (a maximum of 5 days can be authorised at the discretion of the Principal)
- Performance at representative level (County/National) with accompanying letter from the relevant body

N.B.) Please see note in red regarding Fixed Penalty notices in respect of Poor School Attendance and Unauthorised Holidays / Leave of Absence which can be found on the application form.

If deciding if the absence is EXCEPTIONAL, the Principal will consider the following:

- **Is the absence within the control of the parent/carer?**

Should I still fill in a form if I know the request will be unauthorised? YES

We contact parents/carers on a daily basis if we do not know the reason for absence of a student. It is very important you let us know why your child is absent even if the absence will be recorded as unauthorised.

How do I make a request for a Leave of Absence?

- Complete the leave of absence request form on the next page.
- Detach the form and hand it in to the academy reception.
- If you consider the circumstances to be **exceptional** attach a letter addressed to the principal explaining the circumstances of the request.
- You will be notified in writing informing you of the decision.
- Please note that unless circumstances are judged to be exceptional, the leave of absence will be declined.

“Taking your child out of school during term time will result in missed learning opportunities. National studies have shown that there is a strong link between school attendance and attainment.”

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

If you consider you must take your child out of school in term time, **please complete this form and return to school at least 14 days before** the date you wish to remove your child from school.

Student Name:		Tutor Group:
Home Address:		
First day of absence:	Date of return to school:	Total number of days missed:
Reasons for absence (please attach a letter if you require additional space)		

Should you go ahead with this leave of absence and your child's attendance falls into the new government guidance of 5 days absence within a 10-week period, as a result of this, we will be requesting that the Local Authority issues a Fixed Penalty Notice. The cost of the Fixed Penalty Notice is £80 per parent, per child, if paid within 21 days: rising to £160 per parent, per child if unpaid. Non-payment of FPN's will be pursued in court.

Each parent will only get up to 2 fines for the same child in a 3-year period. If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days, you may be taken to court for keeping your child out of school. If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court. You could get a fine of up to £2,500, a community order or a jail sentence of up to 3 months. The court could also give you a Parenting Order.

Name of Parent/Carer making application:

Signed: Date:

Students should make every effort to catch up on work missed due to absence, whether the absence is authorised or unauthorised.

PLEASE RETURN TO THE SCHOOL RECEPTION. REMEMBER TO INCLUDE ANY SUPPORTING INFORMATION

For official use only

Authorised: For the following dates: ____ / ____ / ____ to ____ / ____ / ____

Unauthorised: Reason:

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Decision taken by: