



Dear Parent /Carer,

Leave of Absence Request Form

I am writing to inform you of our Attendance Policy in relation to Leave of Absence during term time.

Our Policy states:

- The Academy aims to maintain an attendance rate of over 95%.
- In line with the Government ruling, holidays will not be authorised during term time for any students.
- Any Leave of Absence should be requested prior to the absence on the "Leave of Absence Request Form" and it will be the decision of the Head of School whether the absence is approved or not.
- Absence for family weddings will not be authorised.
- The Academy will authorise 1 day only for any Religious Observation on completion of the "Leave of Absence Request Form".
- The onus is always on the Parent/Carer to provide evidence to support a "Leave of Absence" application if the Academy requests such evidence.
- Any Leave of Absence taken without prior approval from the Head of School will result in a referral to the Education Welfare Officer in the Academy who will issue a Penalty Notice of up to £160 per child, per Parent/Carer.

Adrian Harding

Headteacher

'Improving the life chances of all students'



Leave of Absence Request Form

Important Information for Parents / Carers

Schools, Academies and Free Schools can no longer grant Leave of Absence during term time. Any Leave of Absence should be requested **prior** to the absence on the "Leave of Absence Request Form" and it will be the decision of the Headteacher whether the absence is approved or not. Consequences for Parents / Carers taking children on a Leave of Absence in term time which has not been authorised by the Academy may result in a penalty notice of £160 *per parent per child* if paid within 28 days and £80 if paid within 21 days. If a second penalty notice is issued to the same parent/carer for the same child within a 3-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.

I / we wish to apply for Leave of Absence from the Academy to be granted to :

Name of Child: Form:

Dates of proposed absence: From To

Reason for proposed Exceptional Circumstances :

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Total Days requested :

Parent/Carer full name Date of Birth

Tel No. :

Signature of Parent / Carer

Parents/Carer full name Date of Birth

Tel No.:

Signature of Parent / Carer

Address:

Dated

For Academy Use only

Attendance %

Authorised /Unauthorised..... Principal Date

Parent / carer informed ☐ Date