

Leave of Absence Requests

(including Holidays in Term Time)

A child can now only have time off during term time for exceptional reasons.

The Executive 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 un-authorised.

Exceptional Circumstances include:

* funerals or weddings of immediate family members
* to visit a terminally ill relative
* forces staff returning from abroad
* parents returning from having to work abroad for a fixed, minimum term period
* compassionate leave
* performance at representative level (County/National) with accompanying letter- from the relevant body

How do I make a request for Leave of Absence?

* + Complete the leave of absence request form on the next page.
	+ Detach the form and hand it in to the school reception (at least 14 days before the first day of your requested absence)
	+ 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.”*

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

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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.

* + Is the absence within the control of the parent/

carer?

(A letter, on headed paper, from an employer is required if the absence is due to the availability of leave)

* + Does the student have a good attendance record?
	+ Will the absence have a negative impact on the attainment of the student?
	+ Is the activity a worthwhile experience which will enrich the student’s broader education?

(Our guidance is for two days maximum or equivalent in each academic year for such activities)

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

If you consider you have to take your child out of school in term time, please complete this form and

return to the 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)

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***I understand that if the absence request is unauthorised the Education Welfare Officer will be notified.***

***I understand that a Fixed Penalty Notice can be issued. From September 2013 these are £60 per parent per child if paid within 21 days.***

Name of Parent/Carer making application ...........................................................................

Signed ................................................................ Date ....................................................

(Please ensure you are giving at least 14 day’s notice of the proposed absence)

Please return to the academy reception. Remember to include

any supporting information

For official use only

¨ AUTHORISED: For the following dates:

 / / to / /

¨ UNAUTHORISED: Reason:

Decision taken by

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

This may involve asking teachers for the

materials in advance.

# Below is a extract from the ‘Frequently Asked Questions’ section of the Department for Education publication: Advice on School Attendance,

Published in 2012

# Can a school fine a parent for taking their child on holiday during term time?

Yes.

# Parents have a legal duty to make sure that their child aged 5-16, if registered at a school, attends that school regularly. If taking an unauthorised term time holiday is grounds for issuing a penalty

notice according to the local authority’s code, and if the leave of absence for holiday was not authorised by the school, either the school or the local

# authority may issue a penalty notice.