



Request for Leave of Absence

Dear Parents/Carers,

The Department for Education has amended the regulations and guidance in relation to absences in term time.

There is no automatic right to take your child out of school during term time. From 1st September 2013, government legislation no longer allows head teachers to authorise requests for leave for children to be taken out of school unless there are considered to be **exceptional circumstances**.

In determining whether or not an absence in such circumstances can be authorised, it is for the headteacher to determine the number of days a child can be away from school *if* the leave is granted. If the absence requested is not considered to be an exceptional circumstance, and you nevertheless take your child out of school, the absence will be recorded as unauthorised in line with County Council guidance. If you still wish to proceed with your request for absence please complete the application form on the reverse of this letter.

Therefore, in the case of an unauthorised absence the Education Support, Behaviour & Attendance Service will be notified and a Penalty Notice will be issued. Please note that Penalty Notices are issued to *each* parent for *each* child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result in further legal intervention.

All absence requests must be completed on the form available on the academy website, letters will not be accepted. This should be returned to the school a minimum of 14 days *before* the start of the absence.

Any absence from school will disrupt your child's learning. You may consider some absences to be educational but your daughter will still miss out on the teaching that their classmates will receive. Students returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual student catch up on missed work. This poses a potential risk of the under achievement of other students in the class. This is something we *all* have a responsibility to avoid.

I hope you will support our efforts to raise attendance and attainment at our school.

Yours sincerely,
Yvonne Powell, OBE
Executive Principal

Executive Principal: Yvonne Powell, OBE

Application by Parent/Carer for a holiday during term time

If you consider you have to take a holiday in term time, and that you have special circumstances, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Pupil Name Tutor Group/Class

Home Address

First day of absence Date of return to school

Total number of days missed

Reasons for absence

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I understand that if the request is unauthorised the Education Support, Behaviour & Attendance Service will be notified of the holiday taken and a Penalty Notice will be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 28 days. I understand that if I do not pay this may result in legal action.

Name of Parent/Carer making application

Signed Dated

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

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Pupil Name Tutor Group

AUTHORISED: Your holiday request has been authorised for the following dates:

___/___/___ to ___/___/___

UNAUTHORISED: Your holiday request has been unauthorised for the following dates:

___/___/___ to ___/___/___

as it does not meet the criteria set by the Department for Education

(NB if you proceed to take an unauthorised holiday this will result in a Penalty Notice)

Signed Principal Date ___/___/___