

**REQUEST FOR ABSENCE DURING TERM TIME**

**PLEASE REMEMBER**

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. Absence during term time will only be authorised under exceptional circumstances and may be subject to a Penalty Notice fine. Please read our Attendance Procedures for further details.

Child's Name ..... Class .....

Dates from ..... to .....

Number of days requested .....

This absence must be in term time because :

.....  
.....

I understand that if this absence request is not authorised, I may be subject to a Penalty Notice fine.

Signed ..... (parent/carer) Date .....

**This form must be returned to school no less than 2 weeks before the planned absence.  
You may be asked to meet with the Headteacher or another member of staff.**

**TO BE COMPLETED BY THE SCHOOL**

Child's Name ..... Class .....

Child's attendance: .....% Holiday already taken: ..... Sessions

**Leave of absence authorised** between ..... and .....

Please ensure that your child returns to school promptly following the absence as failure to do so will result in unauthorised absence.

**Leave of absence refused.**

Any absence from school between ..... and ..... will be marked as unauthorised and referred to the Education Welfare Service who may issue a Penalty Notice of up to £120.

**Reason:**

Signed ..... (Headteacher) Date .....

## **EXTRACT FROM ATTENDANCE MANAGEMENT POLICY:**

### **Requesting Leave of Absence**

- 7.4 The Leave of Absence request form can be found on the Academy website. We are not permitted to allow permission for holidays in term time on top of the 13 weeks holiday a year that students already have.
- 7.5 A leave of absence request will only be authorised if it is for exceptional circumstances (not a holiday) and the student has a 95% attendance or above.
- 7.6 If a leave of absence request is refused permission by the Academy, parents/carers will be issued a Penalty Notice if they still take their child on holiday. Penalty Notices are a fine of £60 per parent/carer per child, which rises to £120 if not paid within 21 days. If the £120 is not paid, the parents/carers could be taken to court and receive a much larger fine. This will be administered by the Education Welfare Service.