

LEAVE OF ABSENCE REQUEST

To the Principal

APPLICATION BY PARENT/CARER FOR THEIR CHILD'S LEAVE OF ABSENCE FROM ACADEMY

Student's Name: _____ Year: _____ Tutor Group: _____

Address: _____

I wish to apply for my child to be absent from Academy for:

Reason for absence: _____

First date of intended absence: _____

Date of intended return to Academy: _____

Please state below why this is necessary in term time (please continue on a separate sheet if necessary):

Number of days in total: _____

I confirm that the above activity is essential and cannot take place outside of Academy time. I have checked the Academy's "Calendar of Events" and the dates requested do not coincide with my child's Academy commitments, e.g. examinations.

Signed: _____ (Parent/Carer) Dated: _____

THIS FORM SHOULD BE SUBMITTED TO THE PRINCIPAL AS SOON AS POSSIBLE AND NOT LESS THAN FOUR WEEKS IN ADVANCE.

NOTES

Penalty Notice for leave of absence

The Department for Education makes it clear the head teachers **may not** grant any leave of absence during term time unless there are exceptional circumstances.

Should the school decide not to grant leave of absence and parents still take their child out of school, the absence will be recorded as unauthorised, which may be subject to a penalty notice fine of £60 per parent per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.

For more information please use the following links:-

www.staffordshire.gov.uk/education/welfareservice/attendance

<http://www.lfatq.org.uk/wp-content/uploads/sites/20/2013/05/lfatq-policy-attendance.pdf>

Any absence over 10 days not pre-arranged may result in the removal of your child from the Academy roll.

For Office Use Only

- 1 Child's attendance at date of application: _____
- 2 Number of Late sessions: _____
- 3 Previous days leave of absence within Academic Year
 - a) Holiday _____
 - b) Exceptional Circumstances _____
- 4 Examination timetable checked?
- 5 **Approved:** Absence/Attendance Code: **C D F G H J M O P R T V W**
Not Approved: Reason: In line with Academy policy/other _____

Signed: _____
Principal

Dated: _____

Attendance Officer

Dated: _____