

Ref: LFATQ-ParentCarer-Let 0486
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Dear Parent/Carer

Student Leave of Absence Request

Each academic year, we are advised to remind Parents/Carers regarding the regulations on requested leave of absence from the Academy.

The government strongly urges Parents/Carers to avoid taking their children out of the Academy for family holidays as this will disrupt their education. The Principal is under no obligation to authorise any leave of absence unless there are exceptional circumstances why this cannot be arranged out of Academy time. **The Academy does not authorise leave of absence unless the circumstances are exceptional.**

Any requests for leave of absence should be made well in advance and in writing by completing the Academy Student Leave of Absence Request Form. All requests are considered individually, taking into account the circumstances of the request and Parents/Carers will be notified of the Academy's decision in writing.

For planned absences, such as participation in sporting or other educational representative activities, the same procedure should be followed and evidence documentation supplied. If a leave of absence is granted, then it will be for a fixed period of time and regulations are clear that any lateness in the return to Academy may be deemed as unauthorised leave of absence.

If a Parent/Carer does not apply for leave, but we believe that the pupil has been taken on holiday, then we will write to the Parent/Carer to express our concern. The Parent/Carer will be expected to provide contrary evidence to support the absence by a specified date. Should this not be provided, the absence will be coded as unauthorised leave of absence and the relevant procedures will be applied; retrospective approval for absence cannot be granted.

Should the Academy decide not to grant leave of absence, and Parents/Carers still take their child out of the Academy, 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. This legislation also applies if no prior application has been made or where a false reason for the absence has been provided.

We very much hope that the above will be for information only and recognise that Parents/Carers work hard to ensure that their son/daughter attends Landau Forte QEMS on a regular basis.

We appreciate your support.

Yours sincerely

A handwritten signature in black ink that reads 'S. Scott'.

Miss S Scott
Assistant Principal



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