Head of School: Mr Jon Young

**Leave of Absence Request Form – this MUST be completed in advance of leave**

Dear Parent/Carer

As per current regulations and DfE advice on school attendance, we would like to advise you that we may not grant any Leave of Absence in term time unless exceptional circumstances exist. By exceptional we mean rare, significant, unavoidable and short. By unavoidable, we mean an event that could not reasonably be arranged at another time.

Term times are for education, and children and families have 175 days off school to spend time together, including weekends and school holidays.

The Academy will assess each request on an individual basis, considering the impact that missing school will have on the child’s education, their previous record of attendance and any special circumstances of which we are made aware, e.g. the bereavement of a close family member, the needs of the families of service personnel, or the need for time together to recover from trauma or crisis. The school will determine the number of school days a child can be away from school if the request is granted.

If an absence request is granted, it will be recorded as ‘authorised absence’. If a parent/carer takes their child out of school without permission this will count as an ‘unauthorised absence’ with a G code on the register.

An Absence Request will not be authorised for a student in Year 10 or Year 11 in any circumstance.

The application must be made in advance using the form found at the end of this letter. Retrospective requests will not be considered. Please return the form no fewer than 10 days before the absence is due to start.

The school fully supports the government expectation for a student’s attendance to be 96% or more. Any absence will result in lost learning and the risk of underachievement. I am sure you will support the school in maximising attendance and giving your child the best opportunity for future success.

Yours sincerely

Mr Jon Young

Executive Principal

**Leave of Absence Request Details**

By signing this request, I have read and understood the information provided, noting that a penalty notice ( details below ) may be issued and that this absence may impact on my child’s achievement.

**Penalty Notice Charges**

First Offence Penalty Notice, £160 per parent per child. Reduced to £80 if paid within 21 days.

Second Offence Penalty Notice (within a year rolling period ). £160 per parent per child paid within 28 days

Third offence and further offence ( within a 3 year rolling period )

The third or subsequent time an offence is committed for unauthorised absence a penalty notice will not be issued and the case will be presented straight to the magistrates’ court

I request that you authorise a Leave of Absence from School for my child.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name\* |  | Tutor Group/Year |  |

\*Please use another sheet if you have more than one child in School

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates (inclusive) | From |  | To |  |

|  |  |  |
| --- | --- | --- |
|   |  |   |

|  |
| --- |
| Reason for the Leave of Absence Request, including full details of any exceptional circumstances.  |
|  |
| Date and Signature of Parent / Carer  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  **School Use Only****Attendance Officer/ Deputy Head of House/ Other School Designated Person**

|  |  |
| --- | --- |
| Date Received |  |
| Current Attendance |  |
| No. of days absence so far this year |  |
| Comments |

 |

**Attendance Officer / Head of School**

|  |  |  |
| --- | --- | --- |
| Absence Authorised | Yes | No |
| Comments |  |  |
| Signed/Dated |  |  |
| Copy to Parent/Carer |  |  |