



## Application for Leave of Absence During Term Time

Full name (s) of child (ren):

.....

Year(s)..... Form (s) .....

Address: .....

.....

Leave requested from: ...../...../..... to: ...../...../..... Total number of days: .....

d / m / y d / m / y

Reason for application (please attach additional letter if necessary):

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.....  
.....  
.....

The Academy will consider your request for leave of absence following the Government's directive.

### **Government Directive:**

You are required under the Education Act (1996) to ensure your child attends school regularly. Leave of absence is only granted in exceptional circumstances during term time. Schools should not authorise absence if they believe it is to the detriment of a student's education, or if is during the examination periods.

Before completing this application, we would ask that you consider how the absence will affect your child's education. National statistics show 10 days absence in an academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence, however some may choose to do this.

The Government advises that any refusal of leave must be recorded as unauthorised absence on the student's records. As you may be aware, an accumulation of unauthorised absences may result in either a Fixed Penalty Notice or legal proceedings against you at the Magistrates' Court. The Academy will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate.

**It is the parent / carers responsibility to ensure you receive confirmation from the Academy before the trip is taken. Do not assume permission has been granted if you have not received confirmation. Permission cannot be given retrospectively.**

**Fixed Penalty Notices**

With the implementation of the Anti-Social Behaviour Act (2003), the Local Authority has statutory powers to use Penalty Notices to help tackle irregular attendance and unauthorised absences. An unauthorised absence is any absence that the Academy has not given permission for, or the parent / carer has been unable to provide a reason for the absence which is acceptable to the Academy.

The penalty is in the form of a £60 fine per parent / carer, per child payable within 21 days, which increases to £120 payable within 28 days. Failure to pay usually results in prosecution in the Magistrates Court.

**Parental Declaration:**

I / we have read the information contained on this application form and would like to formally request the leave of absence as shown above.

Signed: ..... Date: .....  
Parents / Carers

Signed: ..... Date: .....  
Non-custodial Parents / Carers

**Please note: Taking your child out of school during term time could be detrimental to your child’s educational progress.**

**Please return the completed form to Mrs Dagleish, Attendance Officer. Should you wish to discuss the Leave of Absence request, please contact Mrs Dagleish either via telephone, direct line 01953 713103 or via email [dagleishs@wh-at.net](mailto:dagleishs@wh-at.net).**