

## APPLICATION FOR LEAVE OF ABSENCE IN TERM TIME

**IMPORTANT: Please read the reverse of this form before submitting your application.**

The Local Authority and Ormiston Sir Stanley Matthews Academy strongly discourages parents/carers from applying for leave of absence during term time. Other than in exceptional circumstances, your leave request must be submitted at least four weeks before the proposed absence. **You can be fined for taking a child on holiday during term time without the prior written permission of the Principal.**

I wish to apply for leave of absence from school for my child/ children:

Name of child: \_\_\_\_\_ Form: \_\_\_\_\_

Name of child: \_\_\_\_\_ Form: \_\_\_\_\_

Name of child: \_\_\_\_\_ Form: \_\_\_\_\_

First day of requested leave: \_\_\_\_/\_\_\_\_/\_\_\_\_ Last day: \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of school days absent: \_\_\_\_\_

Exceptional circumstances leading to the request:

**THIS SECTION MUST BE COMPLETED**

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Signed (parent/carer):

Date:

**PLEASE RETURN TO RECEPTION.**

For office use:

Date application received: \_\_\_\_\_ Authorised / Unauthorised

Child/children's current attendance: \_\_\_\_\_% Date letter sent to parents/carer: \_\_\_\_\_

## Guidance Notes for Parents/Carers

1. The form overleaf should be completed and sent to the Academy Principal **four weeks before the requested period of absence**. Principals cannot authorise any leave of absence unless the request is received before the period of absence begins. Schools cannot give retrospective approval.
2. The Department for Education makes it clear that Principals cannot grant any leave of absence during term time unless there are **exceptional circumstances**.
3. There is no automatic right to any leave during term time.
4. The Academy understands the challenge that some parents face when booking holidays particularly during school holidays. However, we believe that in order to make sure that our students receive the best education and prospects they should be in school during term time.
5. Each request will be considered individually and on its own merit. The Academy will consider:
  - The exceptional circumstances leading to the request.
  - The student's current attendance.
  - The potential impact on the student's progress within school.
6. The Principal (or an authorised deputy or assistant principal) has absolute discretion regarding whether or not a child's absence from school is to be permitted during term time and if so, the period of absence to be permitted.
7. If your request is not authorised and you still decide to take your child/children out of school, the absence will be recorded as unauthorised. Any leave taken which is recorded as unauthorised absence may be referred by the Principal to the Local Authority and the following actions may be applied, per parent/carer, per child:
  - A Penalty Notice payable of **a £80 or £160 fine**.
  - Prosecution under s444(1) Education Act 1996, where if convicted you may be fined up to **£1,000**.
8. You will be notified in writing of the Principal's decision to authorise or decline your leave request.