

Request for Leave of Absence Application Form

Dear Parents/Carers

The law does not grant parents an automatic right to take their child out of school for holidays during term time. Due to the evidence of the impact of low attendance on a student's success the Department for Education has made changes to school regulations and Head Teachers are **not allowed to authorise leave of absence for family holidays**. Leave of absence is only granted by the Academy for **exceptional circumstances**.

We appreciate that exceptional circumstances do arise and would ask that you apply for leave of absence at least **4 weeks in advance** and give a full explanation of the exceptional circumstance and to why you are applying to take your child out of education during term time. Please note that you will be required to provide evidence in support of your application. **Please see over for further information/conditions.**

Name, Year and Registration of Student (s)			Current Address and Contact Number(s)		
Relationship to Student(s):			Applicant Name:		
Date:			Signed:		
Requested Dates (Inclusive):					
From		To		Date Return to the Academy	
REASON FOR REQUEST DURING TERM TIME (Please attach any relevant documentation which supports your request):-					
For Office Use Only					
Authorised			YES		NO
Approved Enrichment Activity e.g. Sport, music etc.			YES		NO
Comments if required:					
Signed:			Date:		PTO

For Your information

Although each request will be judged individually, as a general guidance the information below includes the circumstances in which it is expected that the authorisation for absence will NOT be granted by the Academy.

- In the first half term of the School year as students settle in.
- Learners in an external examination/assessment term.
- During Transition periods
- If the learner has less than the Academy target attendance (currently 96%)
- If a holiday warning letter or penalty notice has been issued in the previous 12 months,
- Where less than 4 weeks' notice has been given.

If unauthorised leave is taken, the absence will be marked as unauthorised on the register and the school will refer the case to the Local Authority who may consider taking further action particularly at the following critical times and circumstances:

- At any time in September
- At any time during formal examination periods e.g. G.C.S.E's and during exam preparation time.
- A **warning letter** will be issued for any student whose attendance is 95% and above during the previous 12 months leading up to the unauthorised leave of absence.
- A **Penalty Notice** will be issued for any student whose attendance is below 95% during the previous 12 months leading up to unauthorised absence. A **Penalty notice** is a fine of £60 if paid 1 – 21 days after issue, increasing to £120 if paid between 22 – 28 days. A separate penalty notice is issued for each child and each parent/carer.

N.B. The school does not issue or administer Penalty Notices and, once issued, has no powers over their enforcement.

Contact details for the Local Authority.

Attendance and Welfare Service
Redcar and Cleveland House
Kirkleatham Street
Redcar
TS10 1RT
Tel: 01642 837710

COVID-19 ADDENDUM

For any student where school was closed and/or for children not expected to attend until Sept 2020

- A **warning letter** will be issued for any student whose attendance is 95% and above during the previous **18 months** leading up to the unauthorised leave of absence.
- A **Penalty Notice** will be issued for any student whose attendance is below 95% during the previous **18 months** leading up to unauthorised absence. A **Penalty notice** is a fine of £60 if paid 1 – 21 days after issue, increasing to £120 if paid between 22 – 28 days. A separate penalty notice is issued for each child and each parent/carer.