



## **APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME PROTOCOL**

### **Information for parents/carers**

When a student is absent from the academy he or she misses not only the teaching provided on those days when absent, but is also less prepared for the lessons which follow upon returning. There is a consequent risk of underachievement.

There may be occasions when a student has to miss school – for example if unwell. Any other absences should be kept to an absolute minimum. The academy may ask for written evidence of medical appointments. In particular, parents should avoid taking students out of school during term time to go on holiday. A series of long weekends or several two or three day breaks or odd days off are equally disruptive.

### **What the Law says**

From September 2013 the regulations make it clear the parents do not have any right or entitlement to take a child out of school unless it is in exceptional circumstances.

### **What are ‘exceptional circumstances?’**

It is the decision of the head teacher as to what might constitute exceptional circumstances and each request for term-time absence will be considered on an individual basis. A head teacher will not accept as an exceptional circumstance the fact that a holiday is cheaper during term time.

An exceptional circumstance is much more likely to be a one off, unique situation, e.g. a close family member’s funeral, or if the student is a child of service personnel returning from active deployment when a period of rest and recreation is granted by the Ministry of Defence.

The head teacher will also look very carefully at the student’s previous attendance record and should there be concerns, for example if the student’s average attendance is below 95% it is highly unlikely that the head teacher will agree to authorise any further absence. The year group and time of year (in relation to assessment/exams) will also be considered.

### **Issues of which parents need to be aware:**

Should the academy not agree to grant leave or leave is not sought and parents remove their child from the academy in spite of this, then this will be counted as unauthorised absence (Schools are now legally required to record as a specific category all absences which accrue as a consequence of family holidays etc which have been taken without authorisation.). Unauthorised absences can lead to a Penalty Notice or Summons for irregular school attendance. The academy will work with the Local Authority, who issues and receives any fines, to agree the most appropriate course of action for each individual case.

Having read these notes, if you still wish to apply for a leave of absence then please complete the application attached.

**Mrs E Williams**  
**Assistant Head**



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## APPLICATION BY PARENT FOR STUDENT'S LEAVE OF ABSENCE FROM THE ACADEMY DURING TERM TIME

Name of student: \_\_\_\_\_ Tutor group: \_\_\_\_\_

Current rate of attendance: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Parent day time telephone number: \_\_\_\_\_

I wish to apply for my child to be absent from the academy during the following dates:

Date of first day of absence: \_\_\_\_\_

Date of return to the academy: \_\_\_\_\_

Total number of school days missed: \_\_\_\_\_

Reasons for absence from the academy: Please give as much information as possible with reference to 'exceptional circumstances'

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*I make this application for my child named above to have authorised absence from the academy for the reasons stated. I have read the notes which accompany the application form. I understand that if this is not agreed then any absence will be treated as unauthorised and could lead to the issue of a Penalty Notice or a Summons for irregular school attendance. If Leave of Absence is granted I undertake to ensure that missed work (including homework) will be caught up.*

Name of Parent/Carer making application: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed application form to your Personal Tutor as far in advance as possible and at least 4 weeks before the intended absence.**



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