

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

PLEASE READ THIS INFORMATION CAREFULLY BEFORE FILLING IN THE APPLICATION FORM OVERLEAF

1. Parents/Carers **do not** have the legal right to take students out of the academy for the purpose of a holiday.
2. The Government now classes any student who is absent for 10% and above as a ‘Persistent Absentee’. That means if your child is away 5 days in this half term they will go into this category, therefore a holiday for one week in term time can trigger this.
3. The new amendments to the school attendance regulations state:

# Term-time Holiday

*‘Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances’.*

This means that unless there are ‘exceptional circumstances’ your child’s absence

**will not** be authorised.

1. Persistently absent students will be referred to Nottinghamshire Education Authority, The Family Service and this may lead to a summons being issued against you for irregular school attendance and/or Social Care involvement.
2. Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days. Inset training days are school days and can be included in the 5 or more consecutive days where there was an intent to be absent for term time leave.
3. If more than one period of leave is taken more than once in 3 academic years, the consequences will increase each time. The first offence will give the option for a reduced payment of £80 per parent, per child if paid within 21 days. Second Offence will e the higher rate of £160 per parent, per child. A third or more offence commented for term time leave or irregular attendance will be sent to Magistrates’ Court and could result in fines up to £2500. Cases found guilty by Magistrates will show on a parent’s future DBS due to failure to safeguard a child’s education.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you during term time then please complete the application overleaf. This form should be returned to Student Reception as far in advance of the proposed absence as possible.

**PLEASE READ THE GUIDENCE NOTES OVERLEAF BEFORE COMPLETING THIS FORM**

# APPLICATION BY PARENT/CARER FOR LEAVE OF ABSENCE

**FROM THE ACADEMY DURING TERM TIME**

Student’s Name: Reg. Group:

Home Address:

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

Last day of school: Date of return to school:

Total number of days missed: .

Could you please write a detailed explanation of the need for your child to take a leave of absence during term time.

Do you expect to be needing any more term time absences this academic year? **.**

Name of Parent/Carer making the application: **.**

Signed: Date: **.**

**PLEASE RETURN THE COMPLETED APPLICATION FORM TO STUDENT RECEPTION GIVING AT LEAST 2 WEEKS NOTICE OF INTENDED ABSENCE.**