

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** and must be approved directly by Mrs Kell, as the Head of School

We appreciate that exceptional circumstances do arise and would ask that you apply for leave of absence at least **one month 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.**

Full Name/s of student/s			Home address of student/s		
Requested Dates (Inclusive):					
From		To		Date of Return to the Academy	
REASON FOR REQUEST DURING TERM TIME (Please attach <u>any relevant documentation</u> which supports your request):-					
Relationship to Student(s):			Applicant Name:		
Date:			Signed:		
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, as per our Attendance Policy.

- 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 calendar 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 when unauthorised leave of absence is taken at the following crucial times and circumstances:

- At any time in September
- For any student whose attendance was below 95% (including authorised and unauthorised absence with the previous 12 calendar months
- At any time during formal examination periods, e.g. GCSEs and during exam preparation time.
- If a holiday warning letter or Penalty Charge notice has been issued during the previous 12 calendar months, measured from the date before the first day of the leave of absence regardless of overall attendance during the previous 12 month period.

A **warning letter** will be issued to anyone whose attendance is 95% and above during the previous 12 months, leading up to the unauthorised absence. Any subsequent absence will then be recorded as unauthorised.

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 £80 if paid within 21 days after issue, increasing to £160 if paid between within 28 days. A separate penalty notice is issued for each child and each parent/carer.

The government has introduced legislation allowing our local authority to issue penalty notices to parents who fail to ensure their children attend the academy and this is incorporated within the Nunthorpe Academy attendance procedures

N.B. The academy does not issue or administer Penalty Notices and, once issued, has no powers over their enforcement. However, it is at our discretion whether we refer to the Local Authority.

Contact details for the Local Authority.

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