**Request for Leave of Absence during Term Time**

Dear Parents/Carers

All leave of absence requests must be completed on this form. This should be returned to the school at least 7 days before the start of the holiday. All requests must be made prior to the leave being taken. *Leave cannot be authorised retrospectively.*

The law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Principal/Head of Academy the discretion to consider authorising a leave of absence in term time only in ‘exceptional circumstances’.

Any absence from school will disrupt your child’s learning. You may consider that a holiday will be educational but your child will still miss out on the teaching that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed.

**In the case of an unauthorised leave of absence the Education Welfare Service may be notified of the holiday taken and a Penalty Notice may be issued.** Please be aware of the new legislation by the Government, from August 2024. The PENALTY NOTICE, for school absences across the country will be charged at £160 if paid within 28 days, this will reduce to £80 if paid within 21 days.

If a parent receives a SECOND PENALTY NOTICE for the same child within any three-year period, this will be charged at the flat rate of £160 if paid within 28 days. (no reduction if paid earlier).

Fines per parent will be capped to two fines within any three-year period for the same child. Once this limit has been reached, other action’s may be considered like an Attendance contract, Education Supervision Order or Prosecution, these will be considered if the school attendance of the child is not secured

In considering the decision whether to authorise, the following will be taken into account:- the specific reasons given for the application

* your child’s attendance record (Wybers Wood Academy target for each child is 96%).

Please note the following are **not** valid reasons:-

* that a holiday is booked by someone else i.e. other family member
* that a holiday has been won as a prize
* term dates were not known – term dates are available on the school website [**www.wyberswood.org.uk**](http://www.wyberswood.org.uk), or from the school office

If you have any queries, or wish to discuss your request, please make an appointment to meet with me.

Yours Sincerely

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**Teresa Rouse**

**Head of Academy**

Pupil(s) Name ............................................................................................................. Class..................................

Date of first day of absence .........................am or pm Date of return to school ..........................................am or pm

Number of school days that your child will be absent from school ……………

If a pupil fails to return within 10 school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to delete your child’s name from the Admissions Register and register them as a Child Missing in Education.

Please detail the exceptional circumstances for which you are requesting leave of absence (attach any supporting evidence e.g. an official letter from an employer)

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***I understand that if the absence request is unauthorised the Education Welfare Officer may be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school. This is a fine of £80 if paid within the first 21 days which increases to £160 if paid between 21 and 28 days. I understand that if I do not pay this it may result in legal action.***

Name(s) of Parent/Carer(s) making application (include both parent/carer(s) where applicable)

Mr/Mrs/Ms Forename......................................Surname ………………………………………… DOB …………………….

Mr/Mrs/Ms Forename......................................Surname ……………………………………… DOB …….....................

Home address……………………………………………………………………………………Postcode................................

Signed ……………………………………………………………… Date.............................................

Please ensure you are giving at least 7 days’ notice of the proposed absence. R**etrospective applications cannot be authorised.**

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**Office Use Only**

Current attendance……………… Details of any previous holiday requests…………………………………………

AUTHORISED UNAUTHORISED

Reason……………………………………………………………………………………………………………………………….

Penalty Notice to be requested YES NO

Signed……………………………… (Head of Academy) Date…………………Spreadsheet Bromcom