



# Acle Academy

## Application for Student Leave of Absence

Please note that taking your child out of school during term time could be detrimental to your child's educational progress

Student Name: \_\_\_\_\_

Form: \_\_\_\_\_ Year: \_\_\_\_\_

I would like to request leave of absence for the above named student for the following reason:

**Please complete or continue on a separate sheet if necessary**

On the following dates: \_\_\_\_\_ Total number of days requested: \_\_\_\_\_

**I understand that it is up to the school to decide whether this leave is authorised or unauthorised. I have read and understood the information overleaf regarding Fixed Penalty Notices**

Parent/Carer Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Principal will consider the following points before making a decision:

- Leave of absence for students will not normally be authorised unless there are exceptional circumstances
- The nature of the trip or exceptional experience
- The student's attendance history – the previous year's attendance should not be lower than 90% and current attendance should be at 96% or above

\* Compassionate leave for family situations will be considered individually

**Requests for authorised absence must be made a minimum of 7 days in advance**

### Data from Attendance Officer

Current attendance %:

Previous attendance %:

Number of day's absence requested to date:

Other Information:

To the Parent/Carer of: \_\_\_\_\_ Form: \_\_\_\_\_

The request for student leave of absence on: \_\_\_\_\_

has been authorised/unauthorised (please delete)

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Copies to: Attendance Officer, Key Stage Progress Leader, Student File

## Leave of absence during Term Time

You are required under the Education Act (1996) to ensure your child attends school regularly. There is however, a discretionary power to allow leave of absence in exceptional circumstances during term time. This is not an entitlement and purely at the discretion of the schools head teacher. Schools should not authorise absences if they believe it is to the detriment of a student's education or if the absences are during school exam periods.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show 10 days absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence; however some schools may choose to do this.

The government advises that any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

**Discuss with the school (Mrs Bryant) any request for leave of absence prior to making a booking.  
It is the parent/carers responsibility to ensure you receive confirmation from the school before the leave is taken.  
Do not assume permission is granted if you have not received written confirmation.**

If the Principle does not approve an application for a leave of absence an appeal can be made through the Governing Body. This cannot be made retrospectively.

### Fixed Penalty Notices

With the implementation of the Anti Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the school.

The school will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The penalty is in the form of a £60 fine per parent/carer per child payable within 21 days, this increases to £120 payable per parent/carer per child within 28 days. Failure to pay usually results in prosecution in the Magistrates' Court.

\* Academic year =school year from September to July