



Leave of Absence Form

NAME OF STUDENT:.....

TUTOR GROUP:.....

DATES OF PROPOSED ABSENCE FROM SCHOOL :

FROM UNTIL
Day Date Day Date

NUMBER OF SCHOOL DAYS []

WILL THE STUDENT BE ACCOMPANIED BY PARENT(S)? [YES / NO]

WHAT IS THE REASON FOR THE ABSENCE BEING TAKEN DURING TERM TIME?

HAVE YOU APPLIED FOR HOLIDAY DURING SCHOOL TIME IN THE LAST 12 MONTHS? [YES / NO]

IF YES, FOR HOW MANY SCHOOL DAYS? []

Signed..... (Parent)

Date.....

COMMENTS BY DIRECTOR OF LEARNING

Signed..... (Director of Learning)

Date.....

DECISION BY HEAD TEACHER

This application for permission to go on absence during term time is:

[APPROVED / NOT APPROVED]

REASON FOR DECISION IF NOT APPROVED:

Signed.....(Head Teacher) Date.....



Leave of Absence Form

ST PETER'S ACADEMY APPLICATION FOR ABSENCE DURING TERM TIME

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

As a parent or carer you are strongly urged to avoid leave of absence from school during term time.

When a child is absent from school, he or she misses not only the teaching provided but is also less prepared for the lessons after they return. It is especially important to avoid absence during GCSE or other examination courses.

Students with higher attendance earn better results at GCSE. Students with 90% attendance, on average, achieve a grade lower in every subject than those with 100% attendance. Those students whose attendance is at or below 80% are another grade lower in every subject on average.

Since September 2013, the government have said schools may only authorise leave of absence in **exceptional** circumstances. The Head Teacher will take advice from the Director of Learning before making a decision. Parents will be informed of the outcome of their application as soon as possible.

If your request is refused and the leave of absence is taken, it will be recorded as unauthorised. This could result in legal action being taken or a Penalty Notice being issued by the Local Authority. A Penalty Notice involves a fine of £60 per child, per parent/carer which has to be paid within 21 days. If the fine is not paid in time, it will rise to £120 per child, per parent/carer if paid within 28 days.

Should a parent/carer fail to pay the full amount of the fine he/she will be liable to prosecution in a Magistrates court. If convicted a fine of up to £2,500 or up to three months in prison may be imposed.

If you still wish to request leave of absence in term time please fill in this form and return to the Attendance Officer.

Requests for leave of Absence must be handed into school at least 15 school days before the first day of planned absences. Requests received after this time will not be authorised.