

Application for Leave of Absence during term time

Under section 7 of the Education Act 1996, there is no entitlement for you to take your child on holiday during term-time. You may be fined for taking your child on holiday during term-time without consent of the Academy.

Should parents wish to make an application for a child's absence, they should complete this form, explaining the reason for the intended absence and details of the **exceptional circumstances**. Exceptional circumstances are defined as **"rare, significant, unavoidable and short"**. The Principal will consider the circumstances for absence and confirm where the absence will be marked as authorised or unauthorised on the student's attendance record. Each request will be judged on a case-by-case basis. If an event can be reasonably scheduled outside of term-time, then it would not be normal to authorise absence for such an event. Holidays are therefore not considered 'exceptional circumstances.'

Should the absence be unauthorised, and you choose to take the unauthorised leave from school, then the case may be referred to the Local Authority. They may choose to issue a Fixed Penalty Notice.

Please complete one application per child

Name of child		Class	
Date of first day of absence		Date of return to the Academy	
Number of school days requested		Letter attached	Y/N

Important A letter must be attached to this request or please use the space on the reverse outlining the 'exceptional circumstance'

Signed:	Date:
Name:	Relationship to pupil:

For office use only

Signed (Principal/Attendance Officer)	
Authorised	Y/N
Refer for penalty notice	Y/N

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