



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 on the following dates:

From _____ To _____ Total number of school days : _____

I understand that it is up to the Principal 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: _____

Reason for absence:

(Please note that the Principal will only authorise leave in exceptional circumstances.)

Please continue on a separate sheet if necessary

Information from Attendance Officer

The request for leave of absence for the above student on the above dates has been authorised/
unauthorised (please delete)

Signature of Principal: _____ Date: _____

A copy of this form, once completed by the Principal, will be returned to the Parent/Carer

Leave of absence during Term Time

You are required under the Education Act (1996) to ensure your child attends school regularly.

In the DfE policy document entitled, 'School Attendance: Guidance for maintained schools, academies, independent schools and local authorities' it states, '*Head teachers should not grant leave of absence unless there are exceptional circumstances. **The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.***'

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

Acle Academy will not provide work during a period of absence.

If the school does not receive a request for leave, the Principal will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the Principal to reconsider authorising the leave if an application has not been made in advance. If the Principal does not approve an application for a leave of absence an appeal can be made through the Governing Body. This cannot be made retrospectively.

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 should be aware, from the letter circulated at the start of the academic year (or when your child started), unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

The Local Authority operates a system whereby any pupil will meet the criteria for legal intervention where they have at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during the last 6 school weeks

An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide the Attendance Officer with an acceptable reason for the absence.

Any pupil at Acle Academy who meets the above criteria, will be referred to the Local Authority for action to be considered.

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 and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

If a fixed penalty notice is issued the arrangement for the payment will be detailed on the penalty Notice (which is sent directly by the Local Authority) The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of the receipt of the notice. The fixed penalty notice is per parent per child. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

If a Fixed Penalty Notice is not considered to be appropriate then the school will instigate an Attendance Support Panel. Failure to secure improved attendance could then lead to the school commencing legal proceedings under the Fast Track to Attendance Process.