

As a parent or carer you are advised not to book holidays during term time.

If, however, it is absolutely unavoidable then you should fill in this form and return it to the Principal, Miss N Williams requesting permission, prior to any bookings being made.

The conditions under which leave of absence for term-time holidays may be granted are contained in Regulation 8 of The Education (Pupil Registration) Regulations 1995.

Every Academy has a discretionary power to grant leave of absence for a family holiday. You should not, however, expect such leave to be granted as a right. Permission will not be given if it is applied for after the holiday has taken place. A child will not be granted more than 10 days leave of absence in any academic year.

If it is felt that it would be detrimental to your child's educational progress or your child's attendance level is below the national targets then leave will not usually be granted. Leave will not be granted if it coincides with periods of National or internal assessments / tests.

If leave is taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the Academy register and in your child's report. Persistent unauthorised absence may result in the involvement of the County Attendance Improvement Officer and possible legal proceedings.

I request that (*name of child*) _____ Tutor Group _____

be granted Leave of Absence

From _____ To _____ No of School Days _____

Address _____ Postcode _____

Please state the reason for this request:

I have / have not requested leave previously (*please delete as appropriate*)

Signature of Parent / Carer _____ Date _____

Office use only:

Current Level of Attendance _____ *Previous Year's Attendance* _____

Previous Holiday Requested _____ *No / Yes plus reasons* _____

Year Group + relevant school activities during time requested _____

Senior Attendance Officer Comment: _____

Head of Learning Aspiration and Achievement Comment: _____

Principal's Decision: