

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Every day counts

Good attendance in school = good progress

Attached is an application form for you to request permission for your child to be absent from the Academy to take part in a family holiday. Before completing the application form, please read these notes carefully:

- The law states that you do not have the right to take your child out of the Academy for holidays during term time. The Local Education Authority works with Academies to reduce the numbers of children missing education because of holidays taken in term time and the Academy can refuse your request to take your child out for this reason.
- If you wish to take your child on holiday during term time, you must apply for permission in writing using the attached form. Permission for authorised leave of absence may be granted for holidays totalling no more than 5 days in any Academy year, unless there are very exceptional circumstances. Please note the Academy year is from September to July.
- The Department for Education state that absence for holidays in term time due to the following reasons will not be authorised:
 - Availability of cheap holidays
 - Availability of desired accommodation
 - Poor weather experienced in the Academy holiday period
 - Overlap with beginning or end of term
 - Holidays booked before checking with the Academy
 - Day trips
- There are certain times of the year when a child may experience problems because of missing school. These include examination periods, at the time of starting a new Academy and at the start of a new Academy term. In deciding whether to authorise your child's absence and give permission for a holiday in term time, the Academy will take these and other factors into account.
- If the Academy refuse your application and you still take your child out of the Academy the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular attendance.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time then please complete the application attached. This form should be returned to school as far in advance of the proposed holiday as possible.

APPLICATION BY PARENT/CARER FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Please complete all sections below and return to aha_attendance@arnoldhillspencer.com. Consent for term time holidays will not be granted without a full description of special circumstances. The school requests that parents/carers use the allocated school holiday period for vacations.

Student's Name: _____ Tutor Group: _____

Sibling's Name: _____ Tutor Group: _____

Home Address: _____

Email Address: _____ Mobile: _____

First day of Absence: _____ Date of Return to the Academy: _____

Total number of school days missed: _____

Special Circumstances, (reference to reading conditions of authorisation), of why you wish to remove your child from school for a holiday and why the school holiday period cannot be used)

Educational Benefits (please explain what educational benefits the holiday will bring to your child)

Please describe what measures you intend to take to ensure that your child is not disadvantaged by missing essential elements of the curriculum

I make application for my child/children named above to have authorised absence from school for the reasons stated.

I understand that if this is not agreed, then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application: _____

Signed: _____ Date: _____

Authorised: [] Unauthorised: [] Reason: _____

Signed: _____ Date: _____

Principal

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE

Office use only:

Attendance % current year: _____ Previous attendance %: _____

Holidays taken previously in term time: _____