



APPLICATION FORM

PARENTAL REQUEST FORM FOR LEAVE OF ABSENCE

Leave of Absence may only be granted by the Principal.

Please submit at least two weeks before required absence.

A student **may** be granted Leave of Absence in exceptional circumstances where:

- (a) an application has been made **in advance** to the Principal by a parent with whom the child normally resides
and
- (b) the Principal considers that Leave of Absence should be granted due to the **exceptional circumstances** relating to that application.

Parents or Carers do not have the right to withdraw a student from the Academy to go on holiday or for any other reason during term-time. We would therefore ask for your support by ensuring that requests for leave of absence in term-time are made only in exceptional circumstances. Please ensure you are granted Leave of Absence **before** you make any arrangements or bookings. This decision will be provided in writing.

It is very rare that a student is **granted more than ten Academy days**. If you wish to apply for more than ten days you must make an appointment with the Head of House and discuss your request.

Miss F Cooper	Indus
Mr R Watson	Lyra
Miss R Booty	Orion
Mr B Pharaoh	Perseus
Mr J Finn	Tucana
Mr R Foster	Vela

When considering a request for leave of absence the Academy may take into account:

- the amount of time requested;
- age of the student;
- the student's general absence / attendance record;
- proximity of SATs and public examinations;
- length of the proposed leave;
- student's ability to catch up the work;
- student's educational needs / attainment compared with potential general welfare of the student;
- circumstances of the leave;
- purpose of the leave;
- frequency of the activity;
- when the request was made.

If a request, or any part of it is refused, and the child does not attend the Academy, or if days in excess of granted leave are taken, that absence will be **UNAUTHORISED**.

The Education Welfare Service will be informed of UNAUTHORISED ABSENCES relating to requests for Leave of Absence and will take appropriate action, which will normally include a Penalty Notice or prosecution.

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, came into force on 1 September 2013.

Term Time Holiday

The Education (Pupil Registration) (England) Regulations 2006 allowed Headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Parents **do not** have a right to 10 days holiday in term time.

The DFE guidelines specifically state that holidays taken for the following reasons should ***not*** be authorised:

- availability of cheap holidays
- availability of desired accommodation
- poor weather in school holidays
- overlap with beginning or end of term.

If you are requesting a Leave of Absence due to parent’s work allocations, please provide documentary evidence of a shift pattern or a letter from the personnel department of the company.

Please consider the following facts: (SOURCE DFE)

- A student who is authorized to take ten days’ holiday during one whole academic year will attain only 94.7% attendance.
- There is a strong link between the amount of absence and the results / qualifications that a student achieves.
- Every lesson matters – children who have time off often find it difficult to catch up and do well at school.
- Research suggests that just seventeen days missed from school equates to a GSCE grade.

Tollbar Academy

Name of Student:

Year / House Group:

Address:

Telephone Number:

- I have read the accompanying letter and understand the impact that this Leave of Absence request will make upon my son/daughter.
- I have enclosed all documentary evidence to support my application. i.e. Shift patterns and/or letter from my employer.

Please list any siblings and the school they attend for whom you are also requesting Leave of Absence.

NAME	CURRENT SCHOOL
_____	_____
_____	_____
_____	_____

I would like to request Leave of Absence for my son / daughter.

From _____ (first day of absence) To _____ (last day of absence)

Total number of days the student would be absent from the Academy (if more than 10 days, please make an appointment with the Head of House before submitting this form).

Please detail the exceptional reason for requesting a Leave of Absence during term time.

Name of Parent/Carer with whom the student resides: _____

Signature of Parent/Carer with whom the student resides: _____