Darlinghurst
ACADEMY

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education.

There is NO entitlement to parents to take their child out of school during term time; however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and the leave is taken, the case could be referred to the Access and Inclusion Team who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Please complete one application per child.

Important: A letter must be attached to this request, outlining the 'exceptional circumstances' for which a leave of absence is being applied for.

Name of child ……..Class……

Date of first day of absence……..……..

Date of return……..

Parent/carers name…….

Parent/carers signature……

School office use only

Date request received……Attendance % preceding 12 weeks ……

Authorised? Yes/No Letter sent? Yes/No Date ……

Any other information……

……..

Referral for Penalty Notice? Yes/No

Signed…… Miss Rebecca Davis Attendance Officer

Signed…….Mrs Emma Nicholls Principal