



WESTON FAVELL ACADEMY

Application for Leave of Absence

Application for student leave of absence during term time is not recommended or encouraged by the Academy. **Please be aware that if you do take your child out of school during term time, you may face prosecution from the local authority.**

APPLICATION PROCESS (please read)

- Complete the 'Leave of Absence' application form **before** making any bookings or reservations.
- Return the form to the Attendance Team via Main reception for the attention of Attendance Team.
- Exceptional circumstances will not be considered if you do not provide any evidence to substantiate the request
- The Principal will consider your application and you will receive a letter informing you of the outcome
- If permission is granted, for example in exceptional circumstances, this will be recorded as authorised absence and you will receive a letter of confirmation.
- If permission is not granted, for example in the case of a family holiday/ Weddings / renewal of passports/ID cards, the absence will be recorded as unauthorised absence and you will receive a letter confirming this.

PLEASE BE AWARE OF THE FOLLOWING

You are required under the Education Act (1996), to ensure your child attends school regularly. There is however a discretionary power to allow leave of absence for up to 5 days in any academic year in exceptional circumstances during terms time (this does NOT include family holidays). This is not an entitlement and is at the discretion of the Principal. Schools are advised that they should NOT authorise absence if they believe it is detriment of the student's education. If you take a leave of absence without permission from the Principal, your child will be referred to the Academy's Educational Welfare Officer who will look at each case presented and inform the local authority of the absence. **If you take your child out of the Academy without leave having been authorised, it could result in a Fixed Penalty Fine of up to £120 per parent per child.**

National statistics have shown that 10 days absence in any academic year has a significant negative impact on a student's level of attainment. Leave taken during term time and within the 10-day limit may be authorised on the condition that work provided is completed and returned on the first day back.

If a request is refused and the absence is recorded as unauthorised, your child will be referred to the Educational Welfare Officer and you may be prosecuted.

STUDENT DETAILS

Full Name of Student:	<input type="text"/>	Form Group:	<input type="text"/>
Address:	<input type="text"/>		
Contact Telephone Number:	<input type="text"/>		
Current % Attendance:	<input type="text"/>	Total Number of Academy Days Requested:	<input type="text"/>
Date Leave Requested From:	<input type="text"/>	Date Leave Requested To:	<input type="text"/>
Reason for Application	<input type="text"/>		
Evidence Provided	<input type="text"/>		
If NO, please provide reason/s why	<input type="text"/>		

DECLARATION AND DECISION

I have read the information above and would like to formally request the leave of absence as shown.

Parent/Carer Signature: **Date:**

The Principal will consider your request for leave of absence in line with the government guidelines and the following points:

1. The student's previous attendance history.
2. The student's stage of education.
3. The time of year where exam's may be compromised.

Signature of Principal: **I have approved/not approved this request. (delete as applicable)**