

# Leave of Absence Request



Dear Parents/Carers

In line with current regulations and Government guidance, we would like to advise you that the academy may not grant leave of absence in term time unless there are exceptional circumstances.

Exceptional circumstances are defined as rare, significant, unavoidable and short; by unavoidable, we mean an event that could not be reasonably arranged at another time.

Term times are for education.

The Academy will assess each request on an individual basis; considering the impact that missing school will have on your child's education, their previous record of attendance and any special circumstances of which we are made aware. E.g the bereavement of a close family member, the needs of service personnel families, or time to recover from trauma.

If an absence request is granted, it will be recorded as 'authorised absence' for a specific period. If your request for leave of absence is **not approved** and you decide to take your child/children out of school for this period, you may be subject to a **Penalty Notice** issued by the Local Authority on your return, currently £60 per parent, per child.

The request must be made in advance using the form found on the reverse of this letter. Retrospective requests will not be considered. Please submit this form to Mrs Bush (Secondary) or Mrs Fox ( Primary), no fewer than four weeks before the absence is due to start. Your request will be considered and you will receive a letter within 10 school days of receipt.

The Academy fully supports the government expectation for a student's attendance to exceed 96%. At King's Oak Academy we want to ensure every student achieves their best possible outcomes, both academic and pastoral; any absence would result in lost learning and the risk of your child not achieving their full potential. I am sure you will support the Academy in maximising attendance and giving your child the best opportunity for the future.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Clutterbuck', written in a cursive style.

Mr R Clutterbuck  
Principal

# Leave of Absence Request

**Please read Guidance Notes on reverse of this request**

**By signing this request I have read and understood the information provided , noting that a penalty notice maybe issued and that this absence may impact on my child's achievement**

**I request that you authorise a Leave of Absence for the Academy for my child.**

Student's name

Tutor Group/ Class

Full Name of Parent/Carer

Contact Telephone Number

First Day of Absence

Last day of Absence

Number of days of Absence from school

Has a request for leave of absence been made for a sibling

Yes/No

Reason for request for leave of absence during school term time, including any exceptional circumstances

Signed (parent/carers)

Date

**T**

**he following is to be completed by King's Oak Academy**

Student's Current Attendance

Previous requests

Having considered the request for leave of absence the decision is:-

Approved (the absence will be recorded as authorised)

Not approved (the absence will be recorded as unauthorised)

Principal

Date