

APPLICATION FORM – LEAVE OF ABSENCE IN TERM TIME

Please complete your child's attendance percentage _____ %. 9 days' absence throughout the year equates to 95% attendance.

The governing body of Great Academy Ashton has a discretionary power to allow pupils to be absent during term time. **This can only be granted in exceptional circumstances. Parents/Carers must contact school with a reason.** Parents are reminded that leave of absence during term time is not a right, and will only be granted with the greatest reluctance, as any absence has a detrimental effect on a pupil's academic progress and overall attendance level.

Section 444 (A) of the Education Act 2004 empowers the local authority to issue Penalty Notices for failure to ensure regular school attendance. For the first offence committed, the rate of a Penalty Notice is £160 if paid within 28 days, reduced to £80 if paid within 21 days. For the second offence committed, the rate of a Penalty Notice is £160 with no option for the second offence to be discharged at the lower rate of £80. There is a limit of 2 Penalty Notices that can be issued to a parent for the same child within a rolling 3-year period. If there is a third offence committed within this timeframe, another tool will be considered such as prosecution to answer an offence under Section 444 of the Education Act 1996: failure to ensure regular attendance.

Where a request for extended leave is made, Parents/Carers must contact school before any leave is booked to discuss the associated implications. If extended leave is unauthorised and still taken, this may lead to pupils being removed from the school roll.

As the Governing Body must consider the request for absence, please ensure that the application is submitted to school well **before** the proposed period of absence.

Please complete the following

Pupil's name: _____ **Form:** _____

Home Address: _____

First day of absence: _____

Returning to school on: _____

Reason why leave cannot be taken during school holidays (Please attach separate sheet if necessary)

Declaration

I confirm that the details given on this form are correct and that it is necessary for the leave of absence to be taken during term time for the reason stated.

Signed: _____ **Date:** _____ **Parent/Guardian**

Surname: _____ **First Name:** _____ **Block capitals**

For school use only

Authorised by: _____

Unauthorised by: _____