

**EXCEPTIONAL CIRCUMSTANCES:
REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

The Department for Education states that Parents/Carers do not have a right to take their children out of educational provision during term-time.

The Principal can no longer allow any leave of absence during term time unless there are exceptional circumstances, for which verification will be requested. This means that holidays in term time will not be authorised and will be recorded as an unauthorised absence.

Unauthorised absence (totalling 10 sessions or more) owing to leave taken during term-time, will result in a **Penalty Notice being issued per parent per child**. Payment of a Penalty Notice if paid within 21 days is £60. Should you be unable to pay within 21 days, the Penalty Notice increases to £120 with a further 7 days to submit full payment.

Non-payment of a £120.00 Penalty Notice within the total 28-day period could result in the commencement of criminal proceedings in the Magistrates' Court under Section 444 of the Education Act (1996).

TO BE COMPLETED BY PARENT/CARER:

Full name of Student: **Form:**

Date of proposed absence from: **To:**.....

No. of Academy days in total:

Please state the exceptional circumstances which you wish to be considered. Please attach any necessary verification:

.....

Please state the names of children attending other Schools/Academies for whom you are making the same request:

Name of child:	School/Academy attending:
.....
.....
.....

Full name of Parent/Carer:

Parent/Carer DOB:.....

Signed:(Parent/Carer) **Date:**

Please return your completed application to the Attendance Office. Thank you.

TO BE COMPLETED BY THE SOUTH LEEDS ACADEMY

Date request received	
Approved Academy days
Declined Academy days
Additional notes	
Signature of designated member of staff	
Date warning letter issued	