

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Please submit this form to the Attendance Administrator at least six weeks before the intended leave of absence. Your request will be considered and you will receive a letter within 8 school days of receipt.

If you wish to send your form electronically, please email it to: HWAttendance@clf.uk with the subject title 'Student LOA'

Name of Student:	Tutor Group:

Full Name of Parent/Carer:	Contact Telephone Number:

First Day of Absence:	Last Day of Absence:

Number of Days Absence From the Academy:	Has a Request for Leave of Absence been made for a sibling for this period?			
	Yes		No	

Reason for Request for Leave of Absence During Term Time:

Flight Details

Signed (Parent/Carer):	Date:

Please read the guidance notes on the back of this form before submitting the Leave of Absence Form

Guidance Notes:

In line with Government guidance, holiday leave will only be granted ***under special circumstances***.

Typically, permission will not be granted:

- If the student is due to take an examination during the period of absence.
- If the leave of absence is requested in the first four weeks of September.

In making a decision about the leave of absence, the Academy will consider the number of days of leave which have previously been requested.

Please note that separate forms should be completed for every child where there are siblings requesting leave of absence.

If your request for leave of absence is ***not approved*** and you decide to take your child/children out of the Academy for this period, you may be subject to a Penalty Notice issued by the Local Authority on your return, currently this is £60 per child.

A leaflet issued by the Local Authority in response to parents/carers taking their children out of the Academy during term time is attached to this form and is also available on the Academy website.

The following part is to be completed by the Assistant Principal:

Student Attendance:

Details of any other request for leave of absence during term time:

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)
- Referred to DSL

Explanatory Notes:

Signed (Assistant Principal):	Date: