

# SOUTH NOTTINGHAM CATHOLIC ACADEMY TRUST

## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

As parents, you have a legal responsibility to ensure your child attends school regularly. Holidays should only be taken during the school holiday period. As a rule, no requests for holidays will be granted.

Please note that the academy trust policy, in accordance with guidance from the Department for Education is that leave of absence requests may only be granted in **exceptional circumstances**.

The academy trust may agree a 'leave of absence' in exceptional circumstances such as:

- for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
- When a family needs to spend time together to support each other during or after a crisis.

In accordance with guidance from the Department for Education, the headteacher can use discretion to grant leave, taking into account the impact on the student's learning, attendance, the time of year and the individual family circumstances. The headteacher will not, under any circumstances, authorise leave of absence of more than 10 days in one academic year. Applications for leave of absence can be referred to the academy trust Education Welfare Officer for scrutiny before any leave is granted by the headteacher. This will apply to all academies within the South Nottingham Catholic Academy Trust.

Attached is an application form for you to request permission for your child to be granted leave of absence from school. Before completing the application form, please read these notes carefully:

- The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time. Authorisation will only be granted in exceptional circumstances.
- You must apply for leave of absence 12 days before the intended leave is due to commence. This must be in writing using the attached form. Permission will only be granted in exceptional circumstances. Please note the school year is from September to July.
- There are certain times of the year when a child may experience extra problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's leave of absence, the school will take these and other factors into account.

If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. A pattern of unauthorised absences may lead to a formal referral to the Nottingham City or the Nottinghamshire Targeted Support & Youth Justice Services in respect of lack of attendance at school. Please be aware that this could result in the Local Authority taking legal action.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on a leave of absence during term time then please complete the application attached.

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

Pupil's Name .....Tutor Group/Class .....

Home Address .....

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I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School ..... Date of Return to School .....

Total number of school days missed .....

Could you please explain why you require a leave of absence during term time?

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*By completing this form I acknowledge that I have made an application for my child, named above, to have authorised leave of absence from school for the reasons stated. I confirm that the reasons given are valid and legitimate. I understand that if this is not agreed then any absence will be treated as unauthorised. A pattern of unauthorised absences could lead to a formal referral to the Nottinghamshire Targeted Support & Youth Justice Services in respect of lack of attendance at school. Please be aware that this could result in the Local Authority taking legal action against you.*

Name of Parent/Carer making application .....

Relationship to child.....

Signed .....

Date .....

**PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 12 DAYS. FAILURE TO DO SO WILL RESULT IN THE APPLICATION BEING UNSUCCESSFUL.**