



# St Ursula's E-ACT Academy

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*'Learning together to become the best we can be, in an inspiring and happy community'*

## Leave of Absence Request

Dear Parent/Carer

As per current regulations and DfE advice on school attendance (2013) we would like to advise you that the Headteacher may not grant any Leave of Absence in term time unless **exceptional circumstances** exist. By exceptional we mean rare, significant, **unavoidable** and short. By unavoidable, we mean an event that could not reasonably be arranged at another time.

Term times are for education, and children and families have 175 days off school to spend time together, including weekends and school holidays.

The School will assess each request on an individual basis, considering the impact that missing school will have on the 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 the families of service personnel, or the need for time together to recover from trauma or crisis. The School will determine the number of school days a child can be away from school if the request is granted.

If an absence request is granted, it will be recorded as 'authorised absence'. If a parent/carer takes their child out of school without permission this will count as an 'unauthorised absence' (truancy). Penalty notices can be issued to parents of children with unauthorised absence. Penalty notices are issued to each parent of each child. The amount is £60 if paid within 21 days, rising to £120 if paid between 22 and 28 days. If the penalty notice is not paid the parent may be prosecuted for the offence of failing to ensure their child's regular attendance at school.

The application must be made **in advance** using the form found at the end of this letter. Retrospective requests will not be considered. Please return this form to the School no less than 10 working days before the absence is due to start.

Any absence will result in lost learning and the risk of underachievement. I am sure you will support the School in maximising attendance and giving your child the best opportunity for future success.

Yours faithfully

Mrs Nicky Reynolds

Interim Head Teacher

Company Number: 6526376

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# E-ACT



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