

## Application for Leave of Absence 2024 – 2025

(Please read the notes overleaf before completing this form)

The Education (Pupil Registration) (England) Regulations 2006 (Amended September 2013) state that Headteacher's may not grant any leave of absence during term-time unless there are exceptional circumstances.

**Please return this form to: The Headteacher, Armthorpe Academy, Mere Lane, Armthorpe, Doncaster.**

Child's Details			
Student Name (in full):		Date of Birth:	
Address (inc Post Code):			
Student Name (in full):		Date of Birth:	
Address (inc Post Code):			
Student Name (in full):		Date of Birth:	
Address (inc Post Code):			
Parent/Carer Details			
Parent 1 Name (inc title):		Date of Birth	
Relationship to Student:			
Address (inc Post Code):			
Parent 2 Name (inc title):		Date of Birth	
Relationship to Student:			
Address (inc Post Code):			
<b>Reason for the Request:</b> (attach policies, company letter etc to support 'exceptional circumstances')			
<p><b>NB</b> As of 1<sup>st</sup> September 2018, we are amending our rewards and attendance policy. Students will be recognised and rewarded for excellent attendance, but if your child misses any school due to a holiday, they will not be eligible to participate in any rewards activities, trips or visits for a period of 12 months following the holiday. At KS4, this means that students will not be allowed to attend the end of Y11 Prom, if they have missed school due to a holiday in the 12 months beforehand.</p>			
First Day of Leave:		Last Day of Leave:	
Date to return to School:			
Adult accompanying Student:			
Signature of Parent/Carer:		Date:	
<b>Headteacher's Decision and reason for Decision:</b>			
Signature of Headteacher:		Date:	

## Notes For Parent/Carers

### Application for Leave of Absence 2024/2025

Please complete the Form overleaf and return it to the Headteacher for any application for leave of absence for the Academic year commencing 1<sup>st</sup> September 2024 – 21<sup>st</sup> July 2025. The decision will be based on the [Education \(Student Registration England\) Regulations 2006 \(Amended September 2013\)](#). The Headteacher should determine the number of School days a child can be away from School **IF** leave is granted and may make the decision following advice from the Local Authority.

Any absence which does not meet the criteria of being '**an exceptional circumstance**' will be marked as unauthorised absence and as such you may be at risk of receiving a Education Penalty Notice. Please be aware that **BOTH** parents are at risk of receiving a Education Penalty Notice for **EACH** child of the family with a period of unauthorised absence from school in line with **Section 23 of the Anti-Social Behaviour Act 2003**.

*If a Education Penalty Notice is issued the penalty is **£80 per Parent per Child** when the payment is made within **21 days**. If payment is made after **21 days** but within **28 days** this will increase to **£160 per Parent per Child**. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of **£160**.*

*This rate is in line with inflation and is the first increase since 2012.*

*Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.*

*If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2.500.*

*The 2013 change to Legislation states that it is really important that every child attends school for as many of the 380 half day sessions of the school year as possible. It is the responsibility of Parents to ensure that their Children do not take unnecessary time off school.*

Any absence taken during term-time destroys the continuity of the child's education and reduces chances of success. Absence in the weeks prior to SATS tests or GCSE's will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

Absence taken during years 6,7,10 and 11 and at the beginning of the academic year can also have a negative impact on transition and assessments.