



# Monks Coppenhall Academy & Day Nursery

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Principal: Mrs Pamela Simpson B.Ed, NPQH, LLE

## REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (including holidays) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head teacher and the Governing Body will determine what the exceptional circumstances are.

## FOR COMPLETION BY PARENT/CARER/GUARDIAN

You have requested the Academy's permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the Academy Office. Completion of the form does **not** guarantee the leave of absence will be authorised.

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Dates of Leave of Absence - From: \_\_\_\_\_ To: \_\_\_\_\_

Please give a brief description/reason for asking for leave of absence in term time:

\_\_\_\_\_

(Please attach a letter or email the school office with detailed information. Evidence as to why the leave is required must also be submitted.)

Signed: \_\_\_\_\_ (Parent/Carer/Guardian) Date: \_\_\_\_\_

It is important to have read and understood the Academy's policy on attendance and punctuality .

**TAKING YOUR CHILD OUT OF EDUCATION WITHOUT THE ACADEMY'S AUTHORISATION MAY RESULT IN THE ACADEMY REQUESTING THE LOCAL AUTHORITY TO ISSUE A PENALTY NOTICE TO EACH PARENT/CARER/GUARDIAN FOR EACH CHILD.**

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	The parents will receive a summons to appear before the Magistrates' Court on the grounds that the parents have failed to secure their child's regular attendance	The parents will receive a summons to appear before the Magistrates' Court on the grounds that the parents have failed to secure their children's regular attendance

## For Completion by Academy:

Authorised/Unauthorised (please circle)

Reason Leave of Absence authorised/declined:

Signed:

Date:

REGISTER  
CODE