



## TERM TIME ABSENCE REQUEST- Jan 2020

Ormiston Bushfield Academy wishes to encourage all students to attend regularly in order that they are able to access the full curriculum offered and therefore all achieve their potential. In line with the academy attendance policy we adhere to the LA Penalty Notice protocol as a tool to discourage the removal of any student from the Academy during term time. Please note:

- **A REQUEST SHOULD BE COMPLETED A MINIMUM OF 4 WEEKS BEFORE THE REQUIRED DATE AND SHOULD INCLUDE DETAILS OF ANY OTHER SIBLINGS.**
- **THE REASON FOR THE REQUEST IS DUE TO EXCEPTIONAL CIRCUMSTANCES/UNAVOIDABLE CAUSES ONLY; PLEASE NOTE FAMILY HOLIDAYS AND WEDDINGS, BIRTHDAYS ETC DO NOT CONSTITUTE EXCEPTIONAL CIRCUMSTANCES.**
- Parents do **NOT** have any right for their child to have a leave of absence authorised during the term. If the request is unauthorised and **is two consecutive school days or more**, a request will be made to the LA for a Penalty Notice to be issued. This is a fine of a minimum of **£60 per child per parent/carer, which if unpaid after 21 days rises to £120 per child per parent/carer.**
- Parent/carer(s) are responsible for ensuring the academy is made aware of the reasons for all planned absences via this form.
- Parents/carer(s) should also note that if the request is authorised due to it being for **exceptional circumstances**, failure to travel and return on the expected dates, incurring additional absences will cause the period to be unauthorised which may also result in a Penalty Notice being issued.

We/I request that my child (full names): \_\_\_\_\_ DoB: \_\_\_\_\_  
Year Group \_\_\_\_\_ be granted a period of authorised absence,

From (date): \_\_\_\_\_ To (date): \_\_\_\_\_ inclusive. Total school days \_\_\_\_\_

For the following purpose:

**\*YOU MAY ATTACH A SUPPORTING LETTER**

Other children in the family are:

Name	Age/yr Group	School	Please note you are required to complete an individual application to each school.

We/I understand that a Penalty Notice may be issued by the Local Authority if the request is denied and my child(ren) is/are absent during this period, I also understand failure of my child to travel/return on the expected dates incurring additional absences may also result in a Penalty Notice being issued.

**Both parents/carers of student are required to sign, detailing full names please.**

Signed ..... Parent/carer (printed in full, first & surname).....Date.....

Signed ..... Parent/carer (printed in full, first & surname).....Date.....

Authorised.....Unauthorised..... Number of school days.....

Signed..... Principal; Mr Dennis Kirwan Date.....

**A decision letter will be sent to the Parent(s)/carers.**