

FOWEY RIVER ACADEMY

REQUEST FOR LEAVE OF ABSENCE

Student name:
Tutor Group:
Current attendance (%):

I request authorisation for my son/daughter to be absent from school on the following dates:

Date of first day of absence

Date of return to Academy:

Number of days of absence requested

Reason for absence:
.....
.....
.....
.....

Evidence must be provided to support this (see Appendix 1 for guidance)

Please tick to confirm that you have read and understood the guidance notes and referred to the FRA policy if required

Please initial the box below to acknowledge that you accept that if this request is not authorised though you still take your child out of school, absence of 10 sessions may result in a Fixed Penalty Notice

SIGNED: (Parent/Guardian) DATE:

PLEASE NOTE YOU WILL RECEIVE A COPY OF THIS FORM SIGNED BY MR HAYWARD TO CONFIRM THIS ABSENCE HAS BEEN AUTHORISE

FOR INTERNAL OFFICIAL USE ONLY

To be completed by form tutor and submitted to the attendance manager

Current attendance %	
Has leave been requested previously?	Y / N
Current attainment	Outstanding / Good / Satisfactory / Poor
10 days notice given?	Y / N
Supporting documents submitted?	Y / N
Tutor	Date

To be completed by SLT lead

	Signed / Date
Supporting documents seen by	
Thank you for your request, which has been authorised. Enjoy your trip	
Thank you for your request. Unfortunately this request has been denied for the following reasons -	

Original signed and completed forms to be retained with student's records.

Copy should be returned to the parent/carer of the student to confirm authorised or unauthorised absence prior to the intended absence period.



Absence to be coded as :

Appendix 1: Guidance notes on application for a leave of absence

Guidance

Fowey River Academy will consider every application individually; its policy is NOT to grant leave of absence other than in the most exceptional circumstances. Time off from the Academy **is not a right**.

Exceptional circumstances

Absences may be authorised in the following circumstances:

- a pupil is involved in an **exceptional** special occasion – in authorising such an absence the individual circumstances of the particular case and the pupil's / student's overall pattern of attendance will be considered,
- the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's / student's parent belongs;
- in other **exceptional circumstances** (e.g. a family bereavement) and **for a very limited period**.

Planning your holiday

We publish the dates of school terms well ahead. This is to help you plan your holidays. Holidays that clash with planned exams or assessments will **not** be authorised.

Fowey River Academy will consider authorising holidays for:

- service personnel and other employees who are prevented from taking holidays outside of term-time
- when a family needs to spend time together to support each other during or after a crisis;
- parents who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect

Appropriate evidence must accompany this application form in advance of the intended holiday. An example of this evidence could be a letter from your employer detailing their holiday policy giving reason as to why a term-time holiday is unavoidable.

The value of regular attendance

Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

Your legal responsibilities

The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by the Academy.

Fowey River Academy expects parents / carers will:

- ensure their children attend the Academy regularly;
- support their children's attendance by keeping requests for absence to a minimum;
- not expect the Academy to automatically agree any requests for absence, and **not** condone unjustified absence from Academy.

Warning

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both. Alternatively, Fowey River Academy will follow the Local Authority Penalty Notice Code of Conduct when making a Penalty Notice referral. This carries a fine of £60 if paid within 28 days of £120 if paid after this but within 42 days. Failure to pay the penalty notice may result in Court action. The Adventure Learning Academy Trust Attendance Policy states that 10 unauthorised sessions in the last 100 will trigger a Fixed Penalty Notice. Please be aware that one session being either morning or afternoon. This Fixed Penalty of £60 is per child, per parent. i.e. if a student had 10 unauthorised session (5 full days) then a Fixed Penalty of £60 would be issued to both parents, totalling £120.