

APPLICATION FORM FOR EXCEPTIONAL PUPIL LEAVE

Please ensure you have read the information overleaf before completing this form.

The academy will only authorise this absence if this form is completed and returned to school **4 weeks before** you leave. In the event of an emergency at very short notice, please contact the Attendance Administrator who will refer requests directly to the principal, as necessary.

PUPIL NAME		TUTOR GROUP	CURRENT ATTENDANCE % (Office use only)
PROPOSED DESTINATION			
DATES			
First day of absence			
Last day of absence:			
Date return to academy:			
REASON FOR REQUEST			
ANY OTHER SUPPORTING INFORMATION OR MITIGATING CIRCUMSTANCES:			

Important: If your child is ill whilst away from school or he/she returns to the UK feeling unwell, it is essential that your child is examined by your local G.P. A medical note confirming that the pupil is not suffering from any infectious or contagious illnesses and is fit to attend academy **must** be received by the Attendance Officer before the pupil returns to the academy.

I agree to the conditions outlined in this document. I understand that it is my responsibility to ensure that my son/daughter makes up any missed work in his/her <u>own time</u> upon return to school. I have read the Academy's Exceptional Leave policy. I am the person with parental responsibility	
Print name:	
Signature:	
Date:	

Office use only		Authorised: ☐
Date form received:	No. of school days requested:	Unauthorised: ☐
No of days authorised:	No. of days unauthorised	Signed: _____ Role: _____

EXCEPTIONAL PUPIL LEAVE

1. There are a number of sources regarding attendance, including our Parent Handbook, school website and DfE and Education Welfare Officer Attendance leaflets. Term dates are published well in advance on the school website.
2. The reference in law to Principals being able (at their discretion) to agree up to 10 days of leave of absence has been removed. **This means that holidays in term time will not be granted.** Under Government regulations, leave of absence can only be granted by the Principal in the case of exceptional circumstances and is for a maximum of **10 days**. The leave must be authorised **before** any tickets are booked and where possible, be at least 4 weeks before the beginning of the absence.

The decision to authorise absence rests with North Mead Primary Academy and once the decision is made, it is final.

1. When considering exceptional circumstances, the Principal will take into account:
 - Pupil Attendance - A pupil with any less than 96% attendance is unlikely to be granted extended authorised absence, regardless of the reasons for their prior absence.
2. If a pupil becomes ill whilst abroad, please note that before returning to school they **must** be seen by their GP in the UK and be certified fit to return to school.
3. If permission is granted photocopies of airline or travel tickets will be required by North Mead Primary Academy office **before** travelling.

If your child has unauthorised leave of absence you may either be issued with a Penalty Notice of £120 per parent, per child (discounted to £60 if paid within 21 days) or your case could be referred by the Local Authority directly to the Magistrates' Court.