



Guilsborough Academy

Guilsborough Multi Academy Trust

Request for Leave of absence

At Guilsborough Academy we take pride in our high level of attendance. Taking your child out of school can be detrimental to their education and progress and permission should always be granted before removing your child from school.

Holidays/Absences in term time

Parents or carers do not have the right or entitlement to take their child out of school for a holiday. From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Principal's ability to authorise leave of absence for the purpose of a family holiday. Requests for holidays in term time will not be authorised.

From September 2016 the criteria for issuing Penalty notices for unauthorised term time absence changed, so it will now be 10 sessions (equivalent to 5 school days in a 6 week period). This means that if you book an unauthorised holiday for 5 or more days during term time the Local Authority is asking schools to refer this to the Educational Inclusion and Partnership Team for consideration of further action. This may result in the team issuing you with a fixed penalty notice.

If the request for absence is not authorised and the holiday is taken anyway, the case will be referred to the Education and Inclusion Partnership Team who will issue a Penalty Notice to each parent for each child taken out of school. If the penalty is not paid within the time scale, the Attendance Service will institute legal proceedings against you in the Magistrates' Court under Section 444(1) of the Education Act 1996 for failing to ensure your child/children attend(s) school regularly. The initial Fixed Penalty Notice of £60.00 is issued to each parent for each child (In a two-parent family with two children this amounts to £240.00).

The Principal may authorise absence in "exceptional circumstances" but this must be requested in advance using the following form. Each case will be judged on its merits and the Principal's decision is final.



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Request for leave form

Name of child/children:	Tutor Group:
Reason for request:	
Please specify date(s) and time your child will be absent from school:	
Full name of parent or carer requesting the leave:	
This leave cannot be taken during the school holiday because:	
Signed:	Date:

Having considered your request, your request has been:	
Approved <input type="checkbox"/>	Unauthorised <input type="checkbox"/>
Explanatory Notes:	
Signed	Date:

If you could provide evidence for this appointment/absence such as a letter/email/appointment card or a copy of a confirmation text we can then get this considered by Mr Frazer.

You will only hear back from the school if your absence is unauthorised, if you don't hear anything please assume your absence is authorised.

Please complete and return to absence@guilsborough.northants.sch.uk