



Request for Leave of Absence during Term Time

Note:

Manor Croft Academy does not authorise Leave of Absence in Term Time. There are very few circumstances where the Principal may make an exception, yet parents must expect requests to be refused as a matter of routine. This is because the Academy follows the Guidance from the Department of Education and the changes in law from 1st September 2013.

The school's attendance policy makes it clear that parents must seek permission in writing from the Principal in advance should they wish to take students out of school during learning time, and that if a holiday is taken in term time which has not been authorised, a Penalty Notice may be issued. A notice may also be issued if a child does not return from an authorised Leave of Absence on the agreed date. The Penalty Notice will be issued to each parent of each child. Each Penalty Notice will be for £60 if it is paid within 21 days, it will increase to £120 if paid after 21 days but within 28 days. Failure to pay the penalty notice could result in Kirklees Children and Young People Service starting legal proceedings against you for the offence of not ensuring your child's attendance at school.

All absences due to holidays where a parent has not sought permission will be Unauthorised.

Name of student/s and form groups	
Name and contact details of Parent or Carer making request	Name: Telephone numbers: Email:
Dates of requested Leave of Absence	
Reason for request – Please give details.	
Anything else we need to know?	

Received:

Decision:

Letter sent: