

# AUTHORISED ABSENCES FOR TERM-TIME ABSENCE



Dear Parents/Guardians

Absences adversely affect the progress that students make. One of the most important things you can do for your child is make sure that he or she attends the Academy regularly and on time. It is only me, as the Executive Principal, that can authorise any absence from the Academy.

We are only able to authorise time off the Academy in exceptional, once in a lifetime circumstances. Any applications must be received in writing in advance. The Academy cannot authorise absence requests on the basis of cost nor can the Academy authorise a known absence retrospectively.

Unauthorised absence will form part of a student's record. It is often difficult for students to catch up with work as they miss out on the interaction with the teacher and other students.

If you wish to take your child out of the Academy for what you consider an exceptional reason, please complete the form below and return it to me. Please note that we may need to ask for additional evidence to support any request.

Yours sincerely

A handwritten signature in black ink that reads "SP Williams".

Stuart Williams

**WARNING – A fixed penalty notice may be issued by the Local Authority if you choose to take unauthorised absence during term time. Each parent may be liable to a penalty of £60 if paid within 21 days and £120 if paid within 28 days. Where relevant this will apply to each child.**

**Parents should be aware that aggravated non-attendance (where parents have already received a penalty notice) will be recorded on the National Police Computer and will be declared on any DBS checks carried out.**

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**ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES**

I/we request that (name).....in form.....should be granted an authorised absence from (start date).....to (end date)..... This is a total of .....Academy days.

I understand that this will result in work being missed and may affect the learning and achievement of my child.

I understand that the Academy requires at least 10 working days' notice of any planned absence and may need to ask for additional information before being able to process a request.

The reason for the absence is:

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I confirm that I am aware of the Federation policy and it is not possible to avoid this absence by using Academy holidays. I understand that this absence cannot be authorised unless it is deemed to be exceptional or an once-in-a-lifetime event.

Signature of Parent/Guardian:.....

Date:.....