

Abbots Green Academy



Application for Leave of Absence during term time

Please note all applications **MUST** be made in advance – in order to allow sufficient time for the school to notify parents whether this absence will be treated as authorised or unauthorised we would request that this application is made at least 2 school weeks prior to the first day of absence.

Child's Name:	
Child's Date of Birth:	
Child's Class:	

I would like to apply for a leave of absence for my child from: (first date of absence)

The reason(s) for this request are:

Please continue on a separate sheet if necessary.

I am/am not (please delete as applicable) attaching further evidence in support of this application.

Please note that any evidence provided at a later date will not be taken into account - unless there are acceptable reasons for evidence being provided late.

Should this leave of absence be granted my child would return to school on: (date)

Form continues overleaf

Details of Siblings:

If you have other children currently attending **ANY** school please complete their details below.

Child's Name	Child's Age	Name of Child's School

I understand that:

- **At Abbots Green we aspire to having 100% attendance. As a parent, I will do my utmost to support this.**
- The Headteacher will consider this application based solely on the information provided on this form and on any further evidence that I have attached.
- Any evidence I provide at a later date will not be taken into account unless there are acceptable reasons for this information being provided late.
- I may be contacted by the school to discuss this request in further detail or requested to provide further information to the school.
- I will be notified in writing whether this proposed absence would be recorded as authorised or unauthorised on my child's attendance record.
- **Where a child has had 8 sessions recorded as unauthorised absence during a school year the school is obliged to make a referral to Suffolk County Council's Attendance Officer. This will result in a Penalty Notice fine being issued; the penalty is £60 per parent per child if paid within 21 days, increasing to £120 between 21 and 28 days. The penalty must be paid in full and not by instalments.**

I confirm that I am the parent/carer of the child detailed above.

I confirm that my child does/does not (please delete as applicable) normally reside with me.

Signed:

Print Name:

Date:

For Abbots Green Academy use only:

	Date	Signed by Head Teacher	Signed by Office Manager
Office Manager - ParentMail			
Part Authorised Absence			
Authorised Absence			
Unauthorised Absence – No FPN			
Unauthorised Absence			
Designated Safeguarding Lead - Informed			
Sibling school informed			
Non-Compulsory School Age			
FIXED PENALTY NOTICE			

