



**REQUEST LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

To be completed two weeks prior to the leave of absence.

When requesting an absence during term time parents/carers are requested to consider the following:

- By missing lessons will my child fall behind or fail to make progress?
- Will missing lessons interfere with preparation for national tests?
- Has my child missed lessons during the school term due to ill health or other absences?

Pupil's Name ..... Tutor Group .....

Home Address .....

I wish to apply for my child to be absent from school during the following dates:

Date of last day at school .....Date of return to school .....

Total number of school days missed .....

Reason for absence from school .....

**If you take your child out of school for an accumulative total of 5 days or more (10 sessions) (90%) over a period of ten weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action. This could include:**

**A Penalty Notice payable up to £180 fine.**

**Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000.**

**Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment. Fixed Penalty Notices are issued to both parents for each child taken out of school.**

**Northampton Academy does not authorise family holidays during term time, any absence due to a holiday will be coded as unauthorised and reported to the Academy Welfare Officer.**

Name of Parent/Carer .....

Signed ..... Date.....

**Principal:** Mr Owen Jones  
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Respect ■ Determination ■ Ambition ■ Tolerance ■ Integrity