



WHITEMOOR ACADEMY

Application for Leave of Absence

Name of Child

I/We wish to apply for Leave of Absence from school:

fromtoNo of days:.....

The reason for this absence during school time is
(a **full** explanation must be given as to why absence cannot be taken during school holidays)

.....
.....
.....

Signature of Parent/guardian

Date

We are not able to authorise holidays during term time.

AUTHORISED.....Head of School

UNAUTHORISED.....Head of School

Date

Signature of Head of SchoolDate.....

This form is to be completed by the Parent or Guardian and returned to the School Office at least one week before the leave of absence.

For School Use Only:

Number of Absences this Academic Year:

Attendance percentage this Academic Year:

Headteacher comments-----

NOTES ON FAMILY HOLIDAYS.

Planning your holiday

We publish the dates of school terms well ahead and they are also available on the Cornwall County website. This is to help you plan your holidays. When you book your holiday, please check that it does not clash with the school term.

FAMILY HOLIDAYS.

It is the policy of the LA to discourage absence for holidays during term time. Whitemoor Academy does not authorise holidays during term time unless there are very exceptional circumstances. The school supplies forms requesting holiday absence (these must be given to the Head of School at least 4 weeks in advance) and these are available to parents from the school office or it can be downloaded from our website. www.whitemoor.org.uk

When a request is received the Head of School will consider it, taking into account of:

- The overall attendance pattern of the pupil.
- Any exceptional circumstances.

A letter or text message confirming or refusing the request will be sent by the office to parents. The absence request form makes these criteria clear at the time of request. Absence will never be authorised during SATS assessment week.

Your legal responsibilities.

You have a legal duty to make sure your child attends school regularly and punctually. The school and the local authority monitor your child's attendance and will take action if it is poor.

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Officer who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both. Alternatively a penalty notice may be issued under Section 444A of the Education Act 1996. This carries a fine of £60 if paid within 28 days or £120 if paid after this but within 42 days. Failure to pay the penalty notice may result in court action.