



# SUNNYSIDE PRIMARY ACADEMY

**Principal:** Mrs N Sayers

Reynard Way, Northampton NN2 8QS

**Telephone:** 01604 842958

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@SunnysideGDFT

## APPLICATION FOR STUDENT LEAVE OF ABSENCE DURING TERM TIME

**Please note:** From September 2013 if you take your child out of school during term time, you may find yourself being prosecuted.

Full Name of Student:

Form:

Address:

Current Attendance:

Leave requested from: \_\_\_\_\_ to \_\_\_\_\_

Total number of Academy days: \_\_\_\_\_

Reason for application:

Evidence provided: Yes / No (If No please give reasons as to why)

I/we have read the information on the reverse of this application and would like to formally request the leave of absence as shown.

Signature of parent(s)/carer(s): \_\_\_\_\_

Date: \_\_\_\_\_

The Principal will consider your request for leave of absence with regard to government guidelines and the following points

1. The student's previous attendance history
2. The student's stage of education
3. The time of year with regard to exams

Your request for leave of absence during term time has been considered and has/has not been agreed.

Signature of Principal: \_\_\_\_\_

*Part of the Greenwood Dale Foundation Trust Group of Academies*



## **APPLICATION PROCESS**

- Complete the 'Leave of Absence' form before making any bookings or reservations.
- Return the form to the school office.
- Exceptional circumstances will not be considered if you do not provide any evidence to substantiate the reasons for leave.
- The Principal will consider your application and you will receive a letter informing you of the outcome.
- If permission is granted the absence will be recorded as authorised.
- If permission is not granted the absence will be recorded as unauthorised.

### **Please note**

You are required under the Education act (1996) to ensure your child attends school regularly. There is however a discretionary power to allow leave of absence for up to 5 days in any academic year in exceptional circumstances during term time (This does not include holidays). This is not an entitlement and is at the discretion of the Principal. Schools are advised that they should not authorise absence if they believe it is to the detriment of the student's education.

If you take a Leave of absence without permission from the Principal, your child will be referred to the Academies Education Welfare Officer, who will look at each case presented. If prosecuted, you will be issued with a Fixed Penalty Notice of between £60 and £120 per parent. If you fail to make the payment you will be issued with a court date to appear at the Magistrates Court. (Please note: all cases presented to court also carry court costs).

National statistics show that 5 days absence in any academic year has a significant negative impact on a student's level of attainment. Leave taken during term time and within the 5 days limit may be authorised on the condition that work provided is completed and returned on the first day back.

If a request is refused and the absence is recorded as unauthorised, your child will be referred to the Education Welfare Officer and you may be prosecuted.

**If you have any queries please come in to discuss with  
Mrs Kirstin Westley – Attendance**