

This form must be returned to the Attendance Team at least four weeks before the requested leave of absence.

Madeley Academy

Student Leave of Absence Application Form



Student Name:		Year Group:	
Parent/Carer's Full Name & Address:		Parent/Carer's Full Name & Address:	
Mobile:		Mobile:	
Relationship to student:		Relationship to student:	
Signature:			

The Academy **DOES NOT** authorise holidays in term time. This is in accordance with DCSF government guidelines. Leave for any reason is only granted in exceptional circumstances.

The Academy must point out that holiday taken in term time can result in the Local Authority issuing a £80 fine (payable within 21 days), if unpaid after the 21st day, you have an additional 7 days to pay at the increased rate of £160. **This fine applies separately to each parent.** Any 2nd Penalty Notice issued within 3 years of the 1st Penalty Notice will be charged at a flat rate of £160. More information can be found on the DfE website: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Having read the above I wish to apply for leave of absence for my child. This is for:

☐ A Sporting Event
 ☐ A Religious Observance
 ☐ An Educational Visit
 ☐ Other

Please provide details:

Date of proposed absence			School days:
From:		To:	
			days

THIS SECTION IS TO BE COMPLETED BY THE ATTENDANCE TEAM

Date received:		Application approved	<input type="checkbox"/>
Current Attendance:		Application NOT approved	<input type="checkbox"/>
Comments:		Signature Deputy Head:	