

This form must be given to the Tutor responsible for the student
at least four weeks before the requested leave of absence

Madeley Academy

Application for Student Leave of Absence



Student Name:

Tutor Group:

Parent/Carer's Name & Address

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 absence is from to

Number of school days

Parent/Carer's Signature(s)

In the event that we need to discuss this with you, please give numbers where we may telephone you

Mobile Work

THIS SECTION TO BE COMPLETED BY THE ATTENDANCE TEAM

Date received from parent/carers Current Attendance

Comment from Deputy Headteacher/Student Services.

Application approved ☐ Application not approved ☐

Reply sent on.....

Signature Deputy Head Student Services