

APPLICATION FOR LEARNER LEAVE OF ABSENCE

Notes for Parents/Carers:

The JCB Academy has a demanding curriculum which requires 100% commitment from our learners. Learners who miss school will miss vital learning which could impact on their performance in examinations; furthermore a learner's attendance record forms a significant aspect of their reference for employment and further education opportunities.

The Department for Education makes it clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. Requests should be made **well before** the desired period of absence. There is no automatic right to any leave in term time.

Should the school decide not to grant the leave of absence and the learner is taken out of school or the absence is not requested the absence will be recorded as **unauthorised**, which may result in a penalty notice fine of **£60 per parent per child**. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine may lead to court proceedings. The Local Authority monitors all school absences during term time.

Should you wish to discuss your request in more detail, please contact Learner Support:
Mr Spooner (Attendance) m.spooner@jcbacademy.com or Mrs Hogg (Support) h.hogg@jcbacademy.com

To: The Principal of The JCB Academy Date: _____

I request consideration of a grant of leave of absence from school during term time for:

Full name of learner: _____

For the period (Inclusive): From: _____ to: _____

Year Group: New / 10 / 11 / 12 / 13 House: Arkwright / Bamford / Royce

Address: _____

The **exceptional** circumstances for this request are: _____

Should you need to provide more detail please use the reverse of the form.

Name of 1st parent/carer: _____ Signature: _____

Name of 2nd parent/carer: _____ Signature: _____

Please return this completed form to the school learner support office. The school will write to you and inform you of your decision on whether your request is authorised or not.

