



Bristol Brunel
Academy

Leave of Absence Request

Dear Parent/Carer

As per current regulations and DfE advice on school attendance (2013) we would like to advise you that the Principal may not grant any Leave of Absence in term time unless **exceptional circumstances** exist. By exceptional we mean rare, significant, **unavoidable** and short. By unavoidable, we mean an event that could not reasonably be arranged at another time.

Term times are for education, and children and families have 175 days off school to spend time together, including weekends and school holidays.

The Academy will assess each request on an individual basis, considering the impact that missing school will have on the child's education, their previous record of attendance and any special circumstances of which we are made aware, e.g. the bereavement of a close family member, the needs of the families of service personnel, or the need for time together to recover from trauma or crisis. The Academy will determine the number of school days a child can be away from school if the request is granted.

If an absence request is granted, it will be recorded as 'authorised absence'. If a parent/carer takes their child out of school without permission this will count as an 'unauthorised absence' (truancy). Penalty notices will be issued to parents of children with unauthorised absence. Penalty notices are issued to each parent of each child. The amount is £60 if paid within 21 days, rising to £120 if paid between 22 and 28 days. If the penalty notice is not paid the parent may be prosecuted for the offence of failing to ensure their child's regular attendance at school.

The application must be made **in advance** using the form found at the end of this letter. Retrospective requests will not be considered. Please return this form to the Academy no less than **10 days before** the absence is due to start.

Any absence will result in lost learning and the risk of underachievement. I am sure you will support the Academy in maximising attendance and giving your child the best opportunity for future success.

Leave of Absence Request Form

By signing this request, I have read and understood the information provided, noting that a penalty notice may be issued and that this absence may impact on my child's achievement.

I request that you authorise a Leave of Absence from School for my child.

Student Name		Tutor Group/Year	
Current Address:			

Date of departure	
Date of return	

Reason for the Leave of Absence Request, including full details of any exceptional circumstances

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Destination	
Airport flying from	
Airport arriving at	
Flight number	
Travelling with whom?	

Signature of Parent/Carer	
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Academy Use Only

Attendance Officer/ Safeguarding Team

Date Received	
Current Attendance	
No. of days absence so far this year	
Comments	

Principal/SLT

Absence Authorised	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments		
Signed/Dated		
Copy to Parent/Carer		
Letter sent		
Consular/Foreign travel advice		
PN application		