



Wath Academy

Wath Academy

Sandygate, Wath upon Dearne
Rotherham S63 7NW

01709 760222
enquiries@wathacademy.com
www.wathacademy.com

Leave of Absence Request Form

Please read the information on the reverse of this form before completion*

I wish to apply for my child(ren) to take a leave of absence during term time.

Name of Child(ren)

Tutor Group/Year Group/Class

Leave of absence dates:

Start date:/...../..... End date:/...../..... Total number of school days missed

If you are applying for a leave of absence for a sibling at another school within Rotherham please give their details below.

Name of Child(ren)

Tutor Group/Year Group/Class

Reason for requesting leave of absence.

Full name, address and date of birth of parents)/Carer(s) applying for leave of absence

Parent 1 Name _____

Parent 2 Name _____

Date of Birth _____

Date of Birth _____

Address _____

Address _____

Signed _____

Signed _____

Will child(ren) be with this parent on leave of absence? Yes/No (please circle)

Will child(ren) be with this parent on leave of absence? Yes/No (please circle)

Signed Parent/Carer *Must have parental responsibility or day to day care for named child(ren).

Date of application/...../.....

Part of the Maltby Learning Trust

01709 288090 | info@maltbylearningtrust.com | www.maltbylearningtrust.com

A charitable company limited by guarantee, registered company number: 07033915



Leave of absence in term time – Information for consideration

The decision to grant the request is for the school, not the Authority or the parent. Only schools can authorise absences.

There is no requirement to authorise just because a request has been made.

The Anti-Social Behaviour Act (2003) gives the Local Authority the power to issue fixed penalty notices for unauthorised leave of absence during term time.

No parent can demand leave of absence for the purposes of a holiday as a right.

Any request for leave must be made in advance.

Holidays cannot be authorised retrospectively.

If important work has been missed by the pupil due to the parents making a request for leave of absence for a holiday the parents should not expect special arrangements to be made by the school for that pupil to catch up that work.

The circumstances of each individual request will be taken into account.

On 19th August 2024 the Government introduced a new National Framework for Penalty Notices. Under the National Framework all schools will be required to consider a Fixed Penalty Notice (FPN) when a child has missed 10 or more sessions for unauthorised absence in 10 school weeks. Each school day has 2 sessions, AM and PM, meaning 10 sessions could be 5 full school days or 10 half days. The National Framework for Penalty Notices sets out that a maximum of 2 FPN's per parent, per child can be issued within a rolling 3-year period. If the national threshold is met for a third time (or subsequent times) within 3 years, further enforcement action will be considered.

- First FPN in a 3-year period: £160 per parent, per child to be paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
- Second FPN in a 3-year period: £160 per parent, per child to be paid within 28 days
- Third occasion in a 3-year period: A FPN will not be issued, and the Local Authority will consider alternative enforcement.

Please follow the link for further details Working together to improve school attendance - [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/working-together-to-improve-school-attendance)

The circumstances of each individual request will be taken into account. If your leave of absence is granted, the school will contact you.

If you go ahead with the leave of absence when unauthorised, school will request the Local Authority considers issuing a Fixed Penalty Notice and/or further enforcement action in line with government guidance.

The request for leave of absence form can be obtained in hard copy from the Academy Reception and must be returned to the Academy Attendance Team at least one month in advance of the absence.