**The Palmer Academy**

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**Executive Headteacher**: Mr Aaron Wanford

**Head of School**: Miss Libby Thomassen

**REQUEST FOR ABSENCE FROM LEARNING DURING TERM TIME**

***Please read notes below and complete all sections of the form***

This form is to be completed and handed to the school office for the attention of Miss Druce (Assistant Headteacher), who has designated authority from Miss Thomassen. Parents have a legal duty to ensure their child/ren’s regular attendance at school. The Headteacher, or designate, **may** authorise leave of absence but will consider the reasons for the request, the effect on the continuity of the child/ren’s learning and overall attendance. **Only in exceptional circumstances** may the amount of leave exceed in total more than two weeks (10 days) in any year.

The application should be made **well in advance** and parents are strongly advised to discuss their plans with school to apply for leave of absence **before** they confirm their holiday arrangements.

**Please be aware that if you take your child out of school for unauthorised or frequent absence during term time, you may be issued with a Fixed Penalty Notice.**

**I request that leave of absence be granted to:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Class** | **Date of Birth** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**From (first day of absence)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **to (last day of absence)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reasons why this cannot be taken in school holiday period – please complete this section**

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| --- |
|  |

**Declaration**

*I/we understand that we have a duty to ensure my/our child/ren are in school and that this absence cannot be avoided. I/we understand that high or frequent absence could incur a fixed penalty notice or a referral to an outside agency.*

|  |  |  |
| --- | --- | --- |
| **Parent(s)/ Carer(s)** | **Signature** | **Date** |
|  |  |  |
|  |  |  |

**For school use only:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Decision:*** *Authorised/ Unauthorised*  | ***Signed:***  | ***Role:***  | ***Date:***  |
| **Copy to:** | *Parent/carer* | *Pupil file* | *Arbor updated* |

**Are you going abroad?**

If your child is being taken out of school during term time and details of their destination are not provided, this could be a serious safeguarding issue. When a child is absent or missing from school they could be at risk of harm. The school has a duty to keep all children safe and this includes knowing where they are. If the parent/carer fails to provide the required information, then the school may make a referral to UK or international police or social care as a ‘missing child’.

|  |
| --- |
| **Destination country:**  |
| **Reason for travel:** |
| **Address in destination country:** |
| **Email address:**  |
| **Contact name/relationship/numbers:**  |