

EXCEPTIONAL CIRCUMSTANCES – STUDENT TERM TIME LEAVE REQUEST

At DSLV we place huge importance on your child’s attendance because we know that there is a clear link between attendance and achievement. It is for this reason that we strongly discourage parents from planning absences in term time. It is every parent’s legal responsibility to ensure that their child attends school regularly and on time.

Absences are classed as authorised or unauthorised and the Academy has a legal responsibility to record them accurately. Only the Academy can decide whether an absence should be authorised and only the Headteacher can authorise a planned term time absence. It is important that parents understand that the Headteacher will not automatically authorise absences requested by parents and he is unlikely to consider them at all in the following situations:

- The student has a percentage attendance of less than 96%
- The student is in Year 6 or Year 11
- The planned absence is not an exceptional circumstance

I would like to request permission for a term time absence although I understand that the Academy strongly discourages such absences and the Headteacher may not grant this.

| | | | |
|---------------|--------|-------------|-------------|
| Student Name: | D.O.B: | Year Group: | Form Group: |
| | | | |
| Student Name: | D.O.B: | Year Group: | Form Group: |
| | | | |
| Student Name: | D.O.B: | Year Group: | Form Group: |
| | | | |

I request permission for the above named student(s) to be granted leave during the school term.

Reason for Request:

Dates of Absence:

From: _____ To: _____ Number of school days: _____

I/We understand that if leave is agreed:

- If travelling abroad, I/we will supply a copy of the return travel documentation. A name and phone number of a contact person whilst abroad.
- If I/we do not return at the agreed time; I/we am/are aware that I/we may be issued with a penalty notice. If I/we do not pay the fine, I/we could then be required to attend Court.
- In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.
- That it is the responsibility of the student to catch up on any missed class work and home learning.

| | |
|--|--|
| Parent/Carer Name: Address Signature Date | Parent/Carer Name: Address Signature Date |
|--|--|