

**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](mailto:m.spooner@jcbacademy.com) or Mrs Hogg (Support) [h.hogg@jcbacademy.com](mailto: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 learner / 9 / 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 1<sup>st</sup> parent/carer: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of 2<sup>nd</sup> 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.**

Reason for request continued:

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**Academy Use Only**

MSP Logged: \_\_\_\_\_

Att.% Yr9: \_\_\_\_\_ Att.% Yr10: \_\_\_\_\_ Att.% Yr11: \_\_\_\_\_ Leave sessions: \_\_\_\_\_

Examination implications: Yes  / No  Other: \_\_\_\_\_

Authorised due to exceptional circumstances:

Unauthorised:

Reason for decision: \_\_\_\_\_

Signed: \_\_\_\_\_ (Principal)

Date: \_\_\_\_\_

Parent(s)/carer(s) informed: \_\_\_\_\_

Date: \_\_\_\_\_

Registration Certificate updated: \_\_\_\_\_

Date: \_\_\_\_\_