

APPLICATION FOR LEARNER LEAVE OF ABSENCE

Notes for Parents/Carers (please read before submitting an application.)

The JCB Academy has a demanding curriculum which requires 100% commitment from learners.

Learners who miss time from the academy 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.

There is no automatic right to any leave in term time; the Department for Education makes it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Requests for leave of absence must be made using this application form and submitted well before the desired period of absence. Should The JCB Academy decide not to grant your request and the learner is taken out of school, or an absence is not formally requested, the absence will be recorded as unauthorised; this may result in a penalty notice being issued by the local authority.

If a penalty notice is issued, it will be issued to each parent at the rate of £80 per parent per child and will increase to £160 per parent per child if not paid within 21 days. Failure to pay the £160 fine within 28 days may lead to court proceedings.

Each parent will only be given up to 2 fines for the same child in a 3-year period; the 2nd fine in 3 years will be at the flat rate of £160.

If a child is off school 3 or more times within the 3 years, the parent will not be fined, but may be taken to court.

Should you wish to discuss your request in more detail, please contact Mrs Clews (c.clews@jcbacademy.com).

To: The Principal of The JCB Academy

Date: _____

Name and address of parent(s)/carer(s) requesting leave of absence:

I request consideration of a grant of leave of absence from school during term time for:

Full name of learner: _____

Year Group: New learner ☐ Y9 ☐ Y10 ☐ Y11 ☐

for the period (inclusive): from: _____ to: _____

Returning to school: _____

Name of 1st parent/carers: _____ Signature:

Name of 2nd parent/carers: _____ Signature:

Contact email address: _____

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You will receive a written response confirming whether or not your request has been authorised.

Current Attendance: Att.% Y9 _____ Att.% Y10 _____ Att.% Y11 _____

Total number of days requested: _____

Authorised due to exceptional circumstances: ☐

Unauthorised: ☐

Comments: _____

Signed: (Principal) Date: _____

Parent(s)/carer(s) informed: ☐ Date: _____

Entered on SIMS/Class Charts: ☐ Date: _____

Examination implications: Yes ☐ No ☐ Other: _____