



HOLYROOD ACADEMY

Request For Holiday or Other Leave of Absence In Term-Time

Please refer to the Holyrood Academy Attendance Policy on www.holyroodacademy.com for further advice and information.

The Academy will consider:

- Exceptional circumstances
- Previous attendance records
- The learning that will be missed
- Other issues that may be detrimental to your child's education.

If the Academy refuses your request and your child is still taken out of the Academy, this will be recorded as an **unauthorised absence, noted on your child's attendance record and could result in a Penalty Notice being issued by the Local Authority. This could mean an immediate fine of £60 per parent / carer per child. This is in line with Government Legislation.**

Student Name: _____ Tutor Group: _____

Requested absence from dates: _____ to: _____ Total number of school days: _____

for the purpose of: _____

Please provide information regarding exceptional circumstances supporting this application of leave:

Signature Parent / CarerDate

Please return this form to Holyrood Academy as soon as you know your holiday or other absence needs, but at least two weeks prior to the date of absence.

For office use only Attendance Officer → Headteacher

Student % Attendance to date: _____

Request Not Authorised

There are no exceptional circumstances for authorisation

The student has a poor record of attendance

The proposed absence is at a time that could be detrimental to your child's education because

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Request Authorised As -

Education other than at the Academy

Approved Sport Activity

Family Holiday

Other Authorised Absence

Signature of Headteacher: _____

In cases where leave has been authorised by the Academy, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.