

### Application for Leave of Absence

You should not normally take your child on holiday in term time. It can be disruptive to both the child’s learning and to the school. The Academy is only able to consider holidays in term time where both:

- The application is made to the Head of Academy in advance of the holiday by a parent the child normally lives with
- There are exceptional circumstances

Applications should be made as far in advance of the holiday as possible and you should speak to the Class Teacher before you book.

Willow Green Academy will not grant permission for leave of absence for holidays during term time. Families can expect to receive a Penalty Notice if they choose to take children out of school without permission from the Head of Academy. The penalty is currently £60 per parent, per child. If the Penalty Notice is not paid within 21 days, the amount will rise to £120 per parent, per child.

However, if you feel that there are exceptional circumstances around the holiday request, please submit your reasons in writing in the space below.

Name of child/ren	Class	Dates from and to	Reason for Leave of Absence Request

Total number of days not including weekends/holidays/Inset days:

Parent/Carer Signature:

Date:

#### For office use only

Attendance Year to date:	
Authorised Year to date:	
Unauthorised Year to date:	
Absence classed as:	
Head of Academy’s signature:	
Date:	
Copy to Parent/Carer:	