**Wixams Tree Primary Academy**

**Application for Leave during Term-Time (For Completion by Parent / Guardian)**

Please ensure you have read, and understand the Academy’s Term Leave Policy, this can be found on our Academy website. Term time leave should be applied for at least 2 weeks in advance of leave being taken.

 The Head teacher will only allow your child to take leave during term time if your circumstances are exceptional and authorisation for leave **will not** be given in the following circumstances:

 • Pupil’s attendance is less than 97% in the previous 12 months

• During SATs years (Year 2 and Year 6)

 • In a transition year

 • At the beginning of any academic year

• Retrospectively – requests received after leave has been taken

• If there are any other academic concerns such as poor punctuality, pupil’s ability to catch up on the work missed etc.

• If leave of absence has already been taken in the same school year

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| --- | --- | --- |
| **Child’s name** | **Date of Birth** | **Class** |
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Date for which Leave of Absence is being requested: From: …………………To: ………...……

Return to Academy on (date):…….........................................................................

Total number of school days: ...…....................................................................

Reason for Term Time Leave request: …...………………..…….…................................................................................................................................................................................................................................................................................

**\*Please provide a copy of your provisional / proposed booking to confirm dates of leave requested. If you have children at other schools, a request for leave must be made to each school for their consideration**.

PLEASE NOTE: The Local Authority will issue a Penalty Notice (starting at £60 per parent / per child if paid within 28 days, rising to £120 per parent / per child if paid between 29 and 42 days) if the leave of absence is unauthorised and of 5 or more school days. Your child will be removed from the school roll if they are absent for 20 consecutive school days without authorisation or do not return after 10 days once the agreed leave has expired.

Signature of Parent: ……………………………...........….............…. Date: ……………………