

The Bishop of Winchester Academy

APPLICATION FOR ABSENCE FROM THE BISHOP OF WINCHESTER ACADEMY

Please read the guidelines overleaf before completing all questions and the explanatory reason.

Name of child / children Mentor Group Year.....

Absence fromto(Inclusive)

Total Academy days requested off for this application.....days. My child's current percentage of attendance is.....%

Previous term time absences already taken including illness & appointments.....days

I/we have read and understood the information on both sides of the form and would like to formally request the leave of absence under the criteria of "exceptional circumstances".

Signed..... Dated.....

- Please be aware that this form will be returned if a detailed explanatory reason is not given as to why the absence is exceptional and must be in term time.
- Please remember absences will not be authorised in any circumstances if a student's attendance is less than 95% (please also read the additional criteria overleaf including the Penalty Notice section)

Explanatory Reason

ACADEMY USE: APPLICATION FOR ABSENCE FROM THE BISHOP OF WINCHESTER ACADEMY

Name(s) of child/children.....Mentor Group.....Year.....

Your recent request has been **APPROVED / REFUSED** for these dates.....

Reason for refusal is:

Signed Dated



The Bishop of Winchester Academy

ABSENCE REQUEST IN TERM TIME –New Legislation

Dear Parent/Guardian/Carer

Please read through our information and guidelines/legislation before completing the application form overleaf. Guidelines are obtained directly from the DfE.

- Parents do not have an absolute right to remove their children from school during term time. Under new legislation the Academy will refuse permission for you to take your child on holiday during term time unless there are 'exceptional circumstances'. This does not cover situations like cheap holidays, birthday treats, better weather, family weddings (unless a parent), sporting events, extended weekend breaks, family get togethers, newspaper holiday promotions. These are just a few but there are many other circumstances when we will not be able to agree to an absence. If you still decide to take your child out of the Academy you may receive a Penalty Notice (please see P N section below).
- Each request for absence is considered individually. If the request is considered to be 'exceptional' we will still take the following into account when considering the request. The age of the child, the time of year, the proposed trip and its nature or purpose, the students ability to catch up on work missed and their educational needs, the overall attendance of the student historically and currently, their current levels of progress and the length of the absence requested.
- A student missing 2 weeks of education to go on holiday will miss approximately 50 hours of learning. Some students never manage to catch up, this will have an adverse effect on their academic progress.
- Attendance and attainment are linked, statistics prove having an attendance percentage less than 90% can lead to a student dropping a GCSE grade, for example a C grade to a D grade.
- We will not agree to holiday during annual, GCSE, internal, modular exams or assessments. Therefore, please check there are none scheduled during the time you are requesting. Requests will not be authorised if this is the case. Please remember that students in Year 10 take modular and GCSE exams throughout their year as well as Year 11. Please see Penalty Notice section below.
- Holiday requests will not be authorised for **any** Year 11 or for any student whose attendance is less than 95% regardless of circumstances. Please see the PN section below
- If the Bishop of Winchester Academy does not agree to the request and the student is absent during the request period, the absence will be classed as unauthorised. The Principal may ask the ESW (Education Social Worker) to issue a Penalty Notice which carries a fine of £60 to £120 per parent per child. Please see Penalty Notice section below.

PENALTY NOTICE

If The Bishop Of Winchester Academy refuses the request due to **any** of the reasons above and the decision is taken by the parent/carers to still take the student away, The Principal may request that the ESW proceed with a Penalty Notice under Section 444 (1) of the Education Act 1996.

This will result in each parent/carers that resides with the child, being fined £60, payable in 28 days or £120 if paid within 42 days. Failure to pay the fine would then lead to a criminal prosecution.

Please complete and return this form to Student Desk. Once completed forms will be returned through the post to you. Please contact the Attendance Officer or Education Social Worker if you are unclear on any of the above points.

