



Atlantic Academy Portland

an Aspirations Academy

Miss Heppell - Principal of Primary
Mrs Bishop - Principal of Secondary

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Dear Parents/Carers

Request for leave of absence during term time

Time lost by children and young people due to family holidays taken in term time is disruptive to their education. The law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Principal the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

You may consider that a holiday will be educational but your child will still miss out on the teaching that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the underachievement of other students in the class. This is something we all have a responsibility to avoid.

If you consider that your request for a leave of absence is 'exceptional' you will need to complete a request for absence form. If the holiday is not considered to be an exceptional circumstance, and you nevertheless take your child out of school for the leave of absence, this will be recorded as unauthorised absence.

When considering the decision whether to authorise, the following will be taken into account: -

- Reasons given for the holiday;
- Your child's previous attendance record; this includes attendance in the current academic year - which should be over 95% - as well as attendance in previous academic years.
- Whether your child will miss any tests/examinations (or important preparation for their tests)
- Discuss with the parent/carer how lost learning time will be caught up

In the case of an unauthorised leave of absence, we will notify the local authority of the holiday taken and a Penalty Notice may be issued. Please note that a Penalty will be issued to each parent for each child taken out of school. Thereafter, if the Penalty remains unpaid this may lead to prosecution through the Magistrates' Court.

Thank you for your support for our efforts to raise attendance and attainment.

Yours sincerely

Mrs L Bishop
Principal of Secondary

Miss M Heppell
Principal of Primary

