



Westgate Academy



'Learning and Growing Together'

Westgate, Lincoln, LN1 3BQ
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www.westgate.lincs.sch.uk
Mr J Beaven Headteacher

Dear Parent/Carer

Application for Leave of Absence

The majority of children at Westgate attain at least a 95% attendance rate throughout an academic year and this allows them to achieve maximum benefit from their education. Absence from school inevitably impacts on a child's education and I am therefore unable to sanction requests for holidays during term time unless there are exceptional circumstances.

The **Education (Pupil Registration)(England)(Amendment)Regulations 2013** have removed the reference to holidays during term time and now provides that a leave of absence during term time will only be granted where an application is made in advance to the school and the school consider that the leave of absence should be granted due to **exceptional circumstances** relating to that application. The onus is on the parent/carer to present the case in writing before the event. Retrospective granting of permission therefore should only be on rare occasions.

What amounts to "exceptional circumstances" is a matter of discretion for the Head Teacher and Governors and should be judged on a case by case basis but it is unlikely to amount to an exceptional circumstance if it is merely claimed that a holiday abroad can only be afforded in term time or that a parent is unable to take leave during school holidays.

Child's Name _____ Class _____

Leave requested from _____ to _____

Total number of school days _____

Reason for application _____

Signed _____ (Parent/Carer) Date _____

Email address for response _____

(This part to be completed by the Headteacher)

_____ days absence have been authorised

I am unable to authorise your request for absence

Please make an appointment to come into school to see me

John Beaven
Headteacher