

Notification of a student’s leave of absence

Time lost by children and young people due to leave in term time can be disruptive to their education. Wherever possible, absence from school should be avoided as it can have a serious effect on your child’s educational progress and can create difficulties for them on their return to school.

From September 2024 new guidance came into place which removes the ability for parents to take their child out of school for an authorised term time holiday. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

There is a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to five school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. Where a period of absence is not deemed as exceptional, a referral will be made to the local authority to consider issuing a fixed penalty notice of up to £160 per child, per parent, or you may be prosecuted. This will be considered and administered by Westmorland and Furness Council.

Please complete the form below and return by email to attendanceteam@furnessacademy.co.uk or it can be handed in by your child to Student Services:

Student Name		
Form/Class		
Date of first day of absence		AM or PM
Date of return to school		AM or PM
Number of school days that your child will be absent from school		
Reason for absence		

If your child’s leave of absence is due to taking part in an approved sporting activity, the academy requires you to provide documentation from the governing body, which confirms the date your child is performing or competing. The academy will not authorise for travel time to and from a sporting activity.

Any queries, please contact the attendance team on the above contact details.