

To Whom it May Concern,

I understand that you are requesting to take your child out of school for a period of time. At Ormiston Maritime Academy we have high expectations of student's attendance and expect them to achieve at least 95% attendance across the academic year.

We require parents to observe the term times of the academy. The academy will only authorise leave of absence during term time in exceptional circumstances, generally we cannot authorise holiday during term time. If the academy grants a leave request we will determine the length of time that the student can be away from the academy. Taking leave in term time will affect your child's educational future as much as any other absence. It is our legal obligation to issue fixed penalty notice to any parent or carers taking their child out of school for a holiday.

If term time leave is not granted, taking a student out of the academy for 10 consecutive sessions (each day is 2 session AM/PM) this will be recorded as an unauthorised absence and may attract sanctions such as a penalty notice for each of their children who fail to attend school regularly. Penalty Notices issued for unauthorised absences on or after 1st September 2013 incur a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay a Penalty Notice may result in prosecution.

Any requests for leave during term time will be considered on an individual basis and the student's previous attendance record will be taken into account. Requests for leave will not usually be granted in the following circumstances:

- During year seven when a student is settling into the academy
- Immediately before and during assessment periods
- When a student's attendance record shows any unauthorised absence
- Where a student's attendance is below 95%
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Please complete the form on the back of this form and submit it to main reception or students services at least one week before the proposed absence. If you have any evidence of the exceptional circumstance that your child needs to have leave from the school please accompany it with the form on the back of this letter. Once your request has been assessed we will send you a letter informing you of the decision.

Yours Sincerely
Mr R Spendlow
Principal

Principal: Mr R Spendlow
Ormiston Maritime Academy
Westward Ho, Grimsby North East
Lincolnshire DN34 5AH



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Leave of Absence request

Name of Student: _____

Tutor group: _____

Date of first school day of absence: _____

Date of last school day of absence: _____

Reason for requesting leave of absence:

Name of parent/ carer (s) requesting the holiday: _____

Parent/ Carers Signature: _____ Date: _____

Ormiston Maritime Academy use only

Criteria	Yes / no or %
Date received by Ormiston Maritime Academy	
Students current attendance (with unauthorised noted)	
Students previous year attendance	
Taking leave would result in missing external examinations	
Exceptional Evidence submitted	

Your child currently meets all the criteria and I am able to authorise leave of absence.

Your child does not meet all the criteria for exceptional circumstance and I am not able to authorise leave of absence.

Penalty notice required.

Authorised signatory: _____

Name of Signatory in BLOCK CAPITALS: _____

Date of signature: _____

