



Astrea Academy Sheffield  
Andover Street  
Sheffield S3 9BE  
Tel: 0114 553 9110

[info@astreasheffield.org](mailto:info@astreasheffield.org)  
[www.astreasheffield.org](http://www.astreasheffield.org)  
Principal – Mrs Emma Glover

[@AstreaAcadSheff](https://twitter.com/AstreaAcadSheff)  
[AstreaAcademySheffield](https://www.instagram.com/AstreaAcademySheffield)

## RE: Request for Term Time Leave

Dear Parent,

You have requested this form with the intent of taking your child out of school during term time. Astrea Academy Sheffield is committed to raising the profile of attendance in school, it is important that you support us by ensuring that your child attends school on time, every day. Any day missed will impact their learning.

Please be reminded that, under section 444 of the 1996 Education Act, you have a legal obligation to ensure that your child attends school regularly, and failure to do so could ultimately result in the Local Authority issuing a Fixed Penalty fine and/or a summons to appear at Magistrates' Court. However, we are aware there may be exceptional circumstances for a child to miss their education.

The Principal will only authorise absences in term time when there are exceptional reasons for a child to miss school. When making the decision whether to authorise the absence, the Principal will consider:

- ★ Guidance on term time holidays from the Department of Education;
- ★ The child's overall pattern of attendance;
- ★ The likely impact on the child's education and the time of year (exams);
- ★ The length, destination and purpose of the leave requested;
- ★ The family circumstances and the parents' reasons for requesting.

**A holiday is not considered an exceptional request.**

### **PENALTY NOTICE**

Where the Principal decides that authorisation cannot be given but the absence occurs, consideration will be given to the issuing of a Penalty Notice in line with the Government guidance. If an absence has not been authorised by the Principal and parents or carers remove their child from school, their child's absence will be recorded as unauthorised.

### **SCHOOL PLACES**

Scholars who are taken out of the Academy for four weeks or more will be referred to the Children Missing in Education Team (CME). This may result in your child being removed from the Academy roll. Any child who loses their place will need to re-apply for a school place via Sheffield City Council Admissions Team.

Please give this your urgent attention and return the absence request form at your earliest convenience. If you require any support completing the form, please contact us.

Yours sincerely,

Miss Lorraine Yates | Designated Safeguarding Lead

# Request for Term Time Absence Form

Date of request:				
Name of children:	First name	Surname	Year Group	Date of Birth
<b>Siblings</b>				
Siblings in other schools: Please note this request information will be shared with the attendance lead in the school in which the sibling(s) attend	First Name	Surname	School/Academy	
<b>Contact Details</b>				
Parents: (eg. Mother, Father, Grandparent, Carer):	First name:	First name:		
	Surname:	Surname:		
	Address:	Address:		
	Postcode:	Postcode:		
	Email:	Email:		
	Home phone number:	Home phone number:		
	Mobile:	Mobile:		
	Alternative number while absent:	Alternative number while absent:		
<b>Key information and Emergency contact details</b>				
Reason for absence including full explanation (use a separate sheet of paper if necessary) <b>The exceptional circumstances are....</b>				
Point of departure (eg. Airport, coach, train station etc):		Destination:		
		Address:		
		Contact telephone number:		

Date and time of departure:	Flight numbers and name of airline:
Date and time of return:	Flight numbers and name of airline:
<b>Emergency contact details (preferably someone who is staying in Sheffield)</b>  First name:  Surname:  Address:  Postcode:  Relationship to the child:  Contact number:	If the child is not leaving with the parent(s), who is accompanying them?  Who will be caring/responsible for the child?  Why is/are the parent(s) not leaving with the child?  Name: Relationship to child: Address: Postcode:

**Please read the following statements**

- I confirm that the information on this form is true.
- I agree to keep the Academy informed of any changes to my travel arrangements or if my child is unable to return to Academy on to due date.
- I am aware that if my child does not return to the Academy by the date provided that he/she is at risk of losing their place at this Academy.
- I am aware that I may be fined and/or prosecuted for any time which my child is absent from the Academy that has not been authorised by the Principal.

Signed by parent/carer:	Print name & relationship to child:	Date:
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<b>OFFICE USE ONLY</b>	Date request received:    /    /	
Has the notification been considered by the Principal?	Yes	No
Has the notification been discussed with parents / carers?	Yes	No
Date of contact with parents / carers:		
Number of authorised days away from the Academy.		
Number of unauthorised days away from the Academy.		
Decision letter sent to parents / carers:		
Name of Academy: Astrea Academy Sheffield	Principals Signature:	Date:

