

Leave of absence flow chart

Considering
leave of absence

Forms are available from Hope Academy or from our website in the 'attendance' area.

These must be submitted at least 6 weeks prior to the proposed date along with the evidence required to satisfy the 'exceptional circumstances'.

Decision

Parents will be notified in writing of the decision.

Response

If the Principal decides there are no exceptional circumstances and does not authorise the leave of absence.

If the Principal decides to authorise the application then the number of days will be listed.

If you choose to continue with the 'leave of absence' then your child's attendance will be recorded as an unauthorised holiday (code G)

The Local Authority may issue a Penalty Notice in respect of non-attendance

There will be no monitoring period in this case.

You will be informed of how many days have been authorised.

Authorised days will be recorded as an authorised holiday (code H).

Any days taken over this will be recorded as an unauthorised holiday (code G).