



**Interim Chief Executive:** Saira Luffman  
 The Rodillian Multi Academy Trust  
 The Featherstone Academy  
 Pontefract Road  
 Featherstone  
 West Yorkshire  
 WF7 5AJ  
 E: [contact@rodillianacademytrust.co.uk](mailto:contact@rodillianacademytrust.co.uk)

# Leave of Absence Form

Holiday Notification	
Exceptional Circumstance	

Rodillian Academy	
BBG Academy	
Featherstone Academy	
Brayton Academy	
UTC	
Southway	

First Name of Child	
Surname of Child	
Date of Birth	
Form	
Address of Child	
Postcode	

Full Name of Parent/Carer (1)		Date of Birth of Parent/Carer (1)	
Address if different from Child			
Full Name of Parent/Carer (2)		Date of Birth of Parent/Carer (2)	
Address if different from Child			
Contact Number			

Absence Date From			
Absence Date To			
Please give an explanation for taking your child out of school in term time.			
Would the student miss any national tests?	Yes	No	
Emergency telephone contact number			

Parent/carer's Signature	
--------------------------	--

**Please note that absence will not be authorised except in exceptional circumstances. A fixed penalty notice for holidays taken in term time will be issued by the Local Authority. There is a possibility you will be prosecuted under Section 444(1) of the Education Act 1996 for repeat offences of unauthorised leaves of absence. A fine may be issued of up to £1,000 and receipt of a criminal record if a penalty notice remains unpaid and the matter is heard in court.**

**The Rodillian Multi Academy Trust shares the government's determination to increase student attendance at school.** We want to give all our student's the best start in life, and we know that education and support from school can help to do this.

As part of our efforts to support families, we have structured our term times to support families to book holidays at non-peak times and prices. This includes a half term in June instead of the traditional May holiday week, alongside returning to school at the end of August, rather than September. This provides an additional week in the October half term. Please check your child's planner or the website for exact dates.

