

Leave of Absence Form

We strongly advise that you do not take your child out of school during term time for a holiday. This could be very detrimental to their learning.

Government regulations* state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can away from school if the leave is granted.

Parents should apply for the leave, using this Leave of Absence Form, at least 3 weeks prior to the absence. The Head of school will make a decision based on the conditions described above. Leave cannot be granted retrospectively and Penalty Notices will be requested for each parent/guardian for unauthorised absences.

A parent who is not happy with the Head of School's decision has the right of appeal to the Trust Principal. The decision of the Trust Principal is final.

*Education (Pupil Registration) (England) Regulations 2013

In order for your absence request to be considered, the below document is required to be completed in full.

Date Submitted	
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Name for Pupil	
Community	
Year Group & Tutor Group	

Dates Of Absence	
From:	
To:	
Number of school days	

Please attached any relevant documents to support the absence request

Reason for absence

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Name of Parent/Guardian	
Sign/Print Name	

Contact Details	
Address	
Email Address	
Mobile Number	
Home Number	

Attendance Office Use

Current Attendance Percentage	%
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Please Tick

Authorised	
Unauthorised	