



Application for leave of absence for exceptional circumstances

As Parents or Carers, you have a legal responsibility to ensure your child's, attendance at school. Holidays should be taken during the school holiday period. During the academic year students are at school for 190 days and at home for 175 days. It has been proven that children who have extended time off school tend to underachieve in their examinations.

Please fill in this form if you want to ask the Headteacher to authorise a leave of absence during term time. Family visits, odd days for sporting events, outside sporting clubs or youth organisation absences would not normally be approved. You must ask well in advance and you are strongly advised to request leave of absence before you confirm your holiday arrangements. Unauthorised absence may result in the issue of a Penalty Notice to each Parent or Carer, for each student absent. The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your son or daughter's learning and also their overall attendance rate.

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| Full name of student: | Form: |
| Reason for request : | |
| Date from: | Date to: |
| Number of school days to be missed: | |
| This cannot be taken during the school holidays because: | |
| Has your child already had leave of absence in this school year: YES or NO | |
| IF YES, please give dates and details: | |
| If you also have a child at other schools, please advise name of each school. | |
| Signed: | Date: |
| (Parent or Carer) | |
| Please print Name: | Address: |
| To be completed by the Headteacher | |
| Student's attendance level over the last 12 months: | |
| Having considered your request carefully, my decision is that leave of absence is: | |
| Approved | The absence will be recorded as authorised. |
| Not approved | The absence will be recorded as unauthorised. |
| Explanatory notes: | |
| Signed: | Date: |
| (Headteacher) | |

Please return this form to the Attendance Officer at least two school weeks before the intended leave of absence date. Your request will be considered and you will receive a letter or telephone call within a few days.