



Application for Leave of Absence in Term Time

As a parent, you have a legal responsibility to ensure your child's attendance at school. We are only able to authorise absence from school in exceptional circumstances. In making a request for a leave of absence you will need to explain why the circumstances are exceptional. You must also make your application as far in advance as possible, ideally four weeks before the planned absence.

Please be aware that if a leave of absence is not granted and you take your child out of school without permission, the absence will be unauthorised and we will be obligated to refer the matter to the Local Authority who may consider issuing a penalty notice.

Student Name: _____	Form: _____
Date of proposed absence: From: _____	To: _____
No. of days missed: _____	
Reason for request for leave of absence:	_____

Signature (Parent/Carer): _____	Date: _____

When making a decision on whether to grant a leave of absence we will consider not only the circumstances under which the leave of absence is requested, but also the student's previous and current attendance record, as well as their attitude to learning and whether any previous requests for leave of absence have been granted. It is unlikely that leave of absence will be granted during an exam period.

If permission is granted, your child will be expected to arrange with teaching staff to catch up on all missed work.

School use only:-

Student's attendance this academic year:

Student's attendance previous academic year:

Number of late marks:

Leave of absence previously granted:

YES / NO

Meeting required

Absence authorised

Absence not authorised

Referred to LA

Signed: Head of School

Date:

Signed: Headteacher

Date: