



## 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 completed:	
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Pupil name:	
Community:	
Year Group:	
Tutor Group:	

Dates of Absence	
Date from:	
Date to:	
Number of school days:	



Please attach any relevant documents to support the absence request.

Reason for absence

Parent/Guardian Name (print name):	
Signature of parent/guardian:	

Contact Details	
Address:	
Email Address:	
Mobile Number:	
Home Number:	

Attendance Office Use

Current Attendance Percentage	%
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Please Tick

Authorised:	
Unauthorised:	

Signed Attendance Team:	
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