

Enjoy and Excel

## **Application for Leave of Absence for Students**

(Please see note on following page)

I should like to make an application for leave of absence from school for my child: *(Please use a separate form for each child)* 

Name of student:		Tutor Group:
Date (from):	Date (to):	1
A total of school days (exclu	uding weekends and school c	losures) or part day:
A (1 / 12 )		
Reason for making the request (ple	ase attach evidence):	
Name: (in block letters)		(Mr/Mrs/Miss/Ms)
Address:		
Phone Number:		
Signed:	(Parent/Carer)	Date:

Hemington Avenue, Friern Barnet, N11 3LS

Telephone: 020 8368 2777

Email: school@friern.barnet.sch.uk Website: www.friern.barnet.sch.uk



## Student's Name: \_\_\_\_\_\_ Tutor Group: \_\_\_\_\_ Approved Attendance Code Not Approved\* \_\_\_\_\_ Absence dates: \_\_/\_\_\_\_ to \_\_/\_\_\_ \*If applicable, the school does not authorise your request for leave in term time for the following reason(s): Learning that will be missed \_\_\_\_\_\_\_ The time and duration of the leave No exceptional circumstances \_\_\_\_\_\_\_ Leave could have been taken during school holiday periods Signed: \_\_\_\_\_\_\_ Miss Sharon Thomas

You are required under the Education Act (1996) to ensure your child attends school regularly. It is school policy that, except in extreme circumstances, permission to take a student out of school for a holiday, trip or any other purpose will not be granted. The government advises that any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware, unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

Assistant Head Teacher Associate (i/c of attendance)