



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):	

A total of school days *(excluding weekends and school closures)* or part day:

Morning (time): _____
Afternoon (time): _____

Reason for making the request (please attach evidence):

Name: *(in block letters)* _____ (Mr/Mrs/Miss/Ms)

Address: _____

Phone Number: _____

Signed: _____ (Parent/Carer) Date: _____

Please return this form to the School Office

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
Attendance Lead

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.