



## 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):**

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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 Assistant Head Teacher and Head of Year 10 (i/c of attendance)

*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.*