



## 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. Head teachers should determine the number of school days a child can be 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 Headteacher will make a decision based on the conditions described above. Leave cannot be granted retrospectively and Penalty Notices will be requested for each parent/carer for unauthorised absences.

A parent who is not happy with the Headteacher'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.**

<b>Date Submitted</b>			
<b>Name of Pupil</b>		<b>Year Group</b>	
<b>Dates of Absence</b>			
<b>From</b>		<b>To</b>	
<b>Number of school days</b>			
<b>Reason for absence</b>			
<b>Name of Parent/Carer</b>		<b>Signature</b>	
<b>Address</b>			
<b>Email Address</b>			
<b>Mobile Number</b>			

**Please attach any relevant documentation to support the absence request**

### School Use Only

<b>Current Attendance Percentage</b>		<b>Authorised / Unauthorised</b>
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