**Application for leave of absence**

We strongly discourage parents using term-time to book holidays and visits (please be aware there are 13 weeks of holiday time in the year). Booking arrangements without having the time pre-approved is not advised and without a percentage average of 95 or above permission will only be granted in extraordinary circumstances.

Permission will not be granted if the school feels it would be detrimental to the child’s educational progress or if it coincides with GCSE examinations, mock examinations or other important assessments.

**If there are exceptional circumstances** application for leave of absence must be made to the Headteacher.  Following application, you may be asked to meet with a member of the Senior Management Team to discuss the absence you have applied for. The Headteacher has a discretionary power to grant leave. This permission is not a right and a signed authorisation is the proof that a permission has been granted.

If leave is taken without permission it will be classed as unauthorised absence and you may be issued with a Penalty Notice. Unauthorised absences appear on the schools registers and on your child’s report. Persistent absence may result in the involvement of the Educational Welfare Officer and possible legal proceedings.

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| **Section A – To the Headteacher**  |
| Student name |  |
| Year Group |  |
| Form |  |
|  |
| **To be authorised as absent from school please include dates and time** |
| From: |  | To: |  |

|  |
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| **Section B –** please explain why you are applying for an authorised absence and the surrounding circumstances |
| Signed: Date:  |

The conditions of leave of absence that may be granted are contained in Regulation 8 of the Education (Pupil Registration) Regulations 1995.

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| **Section C – For school use only**  |
| Request approved by Headteacher |  |
|  |  |
| Request not approved by Headteacher |  |
| Headteacher comments: |
| Date: |  |

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| **Section D – For school use only – Attendance** |
| Attendance YTD % |  |
| Authorised absence % |  |
| Unauthorised absence% |  |
| Lates:: | : |
| Date:  |  |

The conditions of leave of absence that may be granted are contained in Regulation 8 of the Education (Pupil Registration) Regulations 1995.