**Leave of Absence Request Form**

Leave of absence may only be granted by the Principal (or appointed member of staff). It is not an entitlement but discretionary, under the Education (Pupil Registration) (England) Regulations 2006).

Requests for leave of absence must be made at least one term in advance, and permission cannot be given retrospectively.

In exceptional circumstances where leave is granted, it is marked as authorised absence, in the event of the request not being granted it will be marked as unauthorised and you will be liable to receive a penalty notice, details attached.

Name of Child …………………………………………………………………..

Year Group: ………………………………

Dates Requested from: ……………………… to……………………… (inclusive)

Reason for Request: …………………………………………………………………

…………………………………………………………………………………………..

…………………………………………………………………………………………..

Can this request be taken at another time: Yes No

If not please give details of the reason why:

…………………………………………………………………………………………..

…………………………………………………………………………………………..

…………………………………………………………………………………………..

Signature of Parent/Carer: …………………………………………………………..

**School Decision**

 **(to be completed by appointed member of staff):**

Date Received by Academy: ………………………………………………

Request Granted: Yes No

Reason for decline:

Can be taken outside of term time:

Not deemed to be exceptional circumstances:

**In the event of this request being declined and you choose to take the leave of absence, this period will be marked as unauthorised and you are liable to a penalty notice or prosecution as previously informed.**

Please not that that taking leave of absence during term time will have an impact on your child’s attendance and attainment.

Signed: …………………………… Sinead Walsh (School and Family Link Worker)

Date: …………………………………