



APPLICATION FOR STUDENT LEAVE OF ABSENCE

The Education (Pupil Registration) (England) Regulations 2006 make clear that Principals may not grant any leave of absence during term time unless there are exceptional circumstances. Principals should determine the number of school days a child can be away from school if the leave is granted.

This form should be completed to enable the Principal to decide whether to authorise the application for leave. Authorising leave from the Academy is at the discretion of the Principal. If the leave is taken without the authorisation of the Principal, a Penalty Notice will be issued.

The Principal will consider the following points before authorising leave:

- Attendance history; leave will not be agreed if the attendance statistic is below 96%
- The student's stage of education
- The time of year
- The nature of the trip (an exceptional experience)
- The number of school days missed.

Full name of student: _____

Address: _____

Reason for the application: _____

Proposed dates:

From: _____ **To:** _____

Signed: _____ **Print Name:** _____

FOR OFFICE USE

Recommendation of the DoPE

Authorise the Leave

Unauthorise the Leave

Signature: _____

Date: _____

Leave of Absence: approved/not approved

Issue Penalty Notice: Yes/No

Signed _____ (Principal)