

Sandon Primary Academy

Leave of Absence Request



APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES IN TERM TIME The Education (Pupil Registration) Regulations 2006

This form should be completed in advance of the proposed period of absence, by the parent with whom the child normally resides. In line with Government and Local Authority guidance, the principal will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024). Please refer to the academy's attendance policy for further information.

The Local Authority strongly discourages parents/carers from applying for leave of absence during term-time and encourages schools NOT to authorise such applications unless it is an exceptional circumstance.

Please be aware that the Education Welfare Service will be informed of any unauthorised absence and it may result in a Local Authority Penalty Notice being issued in relation to your child's attendance.

I wish to apply for leave of absence from school for my child:

| | | | |
|--|----------------|------------------------------|--|
| Name of child/children: | | | |
| Class: | | | |
| First day of leave requested: | | Last day of leave requested: | |
| Number of school days involved in leave: | | | |
| Exceptional circumstances leading to request (THIS SECTION MUST BE COMPLETED) | | | |
| | | | |
| Signed: | (Parent/Carer) | Date: | |

For school use only

| | | | | | |
|-----------------------|--|----------------------------------|--|------------------|--|
| Date Received: | | Date of call to arrange meeting: | | Date of meeting: | |
| Parent Circumstances: | | | | | |

The above leave is authorised in accordance with the Academy's procedures

The above leave is not authorised in accordance with the Academy's procedures

Signed.....
(Principal on behalf of the Academy Trustees)

Date.....

Signed.....
(Parent(s))

Date.....