**APPLICATION FOR LEAVE OF ABSENCE FOR A STUDENT**

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| **Important information for parents/carers applying for holiday leave:*** There is no automatic right to absence for a family holiday. Authorisation will depend on current attendance record being greater than 95% and other criteria set out in the school’s ‘Attendance Policy’.
* Request for leave should be submitted to the school **no less than 6 weeks** prior to the start of the holiday. It will be the responsibility of the Pupils to catch up on any work that they miss through absence.
* Authorisation during GCSEs (including mock exams) and in the first term of any new school placement is **not likely** to be granted.
* Any requests for extended leave, i.e. more than 10 school days in any academic year, will only be authorised in **exceptional circumstances**.
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**For the school to consider granting authorisation for absence, one or more of the criteria listed below must be met:**

 **Please tick the criteria that apply.**

* A single annual holiday which can only be taken in term-time for reasons other than financial □
* A day of religious observance □
* Family wedding or special birthday (close relative) □
* Participation in an approved public performance for which a licence has been approved by the Local Authority. □
* Participation in regional or national competitions of recognised sporting or other activities□
* Participation in a recognised youth group of limited duration □
* Extension of a family holiday by one day due to travel or similar constraints. □

**If none of the above apply it is unlikely that the absence will be authorised. Please see the policy on the school website for further detail.**

I wish to apply for leave of absence from school to be granted to:

Name of Child Form Group

Affected dates to schooling: \_\_\_\_ To

 ***(*last day in school)** **(date of return to school)**

\*A LETTER ADDRESSED TO THE DEPUTY HEADTEACHER MUST ACCOMPANY THIS FORM, GIVING REASONS WHY THE ABSENCE CANNOT BE ARRANGED DURING SCHOOL HOLIDAY.\*

Total number of school days requested in this application

Total school days taken this academic year

Signature of Parent/Carer Date \_\_\_\_\_\_\_\_\_\_

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| **FOR SCHOOL USE ONLY**Timetable & School Diary checked? Sims Parent/Carer Notified Previous holiday checked? Current Attendance % Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Authorised/Unauthorised Signature \_\_\_\_\_\_\_\_\_\_\_\_ Date  Reasons (if any) for not authorising:  |