Application for Leave of Absence

Application for Leave of Absence under Regulation 7 of the Education (Pupil Registration) (England) (Amendment) Regulations 2013. Regular attendance of students at school is a legal requirement under section 7 if the Education Act 1996

The Headteacher will consider your request and taking your child's attendance record into account. For further information please refer to our attendance policy displayed on our website http://www.lacehillacademy.co.uk/leave-of-absence-form-.

If leave is taken without authorisation it will be recorded in the Academy attendance register as an unauthorised absence, which is truancy.

Ofsted judge our attendance as a key measure of our performance and we have always prided ourselves on a very high attendance rate. We urge parents to support our ongoing efforts to reduce the lost days of education which can affect your child's progress.

Please use the form overleaf and return it to the School Office.

Please be aware of the following prior to making an application:

- All leave must be applied for at least two working school weeks in advance of the first day of requested leave. Only in emergency situations will requests be considered in short timescales.
- We strongly advise you not to make any travel arrangements until the Headteacher's decision of the request for leave of absence is made final.
- Failure to request leave in the appropriate way, is likely to result in unauthorised absence and a possible fixed penalty notice.
- The definition of a parent generally includes all those with day to day responsibility for a child.
    - All natural parents whether they are married or not
    - Any person who has parental responsibility for a child or young person; and
    - Any person who has care of a child or young person

School use only

Academic year	
% Attendance over the past 20 week	
Register Code	

I request permission from the school for my child to be granted Leave of Absence for the following dates/s and reason/s

Name(s) of Pupil(s) for which leave of absence is being applied for:	Date of Birth	Class
Child 1: Child 2: Child 3:		
Dates (inclusive) for which leave of absence is being applied for		
From:	To:	
For how many school days do you require the pupil(s) to have leave of absence?		
On which date will the pupil(s) return to school?		
Please use the space below to justify the 'exceptional circumstances' for which the leave of absence is being requested		
You are also required to provide copies of evidence to support your justification of 'exceptional circumstances' e.g. wedding invitations, booking confirmation or funeral notice. It is not necessary to provide medical evidence or confidential medical information; this will not be routinely requested.		

Name of parent(s) making application and who will be responsible for the pupil whilst they are absent from school. 1. 2.	Parental signature 1. 2.	Date