



BELGRAVE ST. BARTHOLOMEW'S ACADEMY



The Government strongly discourages parents/carers from applying for leave of absence during term-time and encourages schools **NOT** to authorize such applications.

APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

DURING TERM TIME

The Education (Pupil Registration) Regulations 2006

This form should be completed at least four weeks 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, all leave requests will be dealt with in line with school's attendance policy (available on the school website) and at the discretion of the Local Governing Committee.

Please note that that any request for more than 5 school days of absence WILL result in a fixed penalty fine by the Local Authority of £60 per pupil, per parent, in line with the school attendance policy.

I wish to apply for leave of absence for my child/children:

Name of child/children:.....

Year group/Class:.....

First day of leave requested:.....Last day:.....

Number of school days involved:

Please explain exceptional circumstances leading to the request:
.....
.....
.....

Name:.....(Parent/Carer)

Signed:.....(Parent/Carer) Date:.....

Current attendance figure:.....% (To be completed by school office)

The above leave is **authorised** / **not authorised** in accordance with the school's Attendance Policy and Procedures.

Signed.....

Date.....

Assistant Principal on behalf of the Principal and Chair of Governors