



Request For Leave of Absence

Holidays in term time are not an entitlement and are strongly discouraged by the Government; E-ACT and the academy. However, the Government has set a minimum attendance target of 95% of lessons, if you take two weeks holiday in term time that takes your child to less than 95%. The Principal, at her discretion and having considered individual circumstances, may permit up to 10 days holiday after considering absence to date (but is not obliged to do so.)

Every effort should be made to arrange medical appointments outside school hours.

Proposed Dates of Absence:

Child's Name: _____ Class: _____

First Day of Absence: _____ No. of Days: _____

Date Returning to School: _____

I request permission from the Principal, Mrs Lynette Carter for my child to be granted Leave of Absence for the above dates.

Please give details and reasons for the proposed absence:

Signature of Parent/Guardian: _____ Date: _____

Name of Parent/Guardian:
in BLOCK LETTERS

When a pupil is absent for any period, he or she may miss essential elements of their learning programme.

APPLICATION FOR LEAVE OF ABSENCE

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To: _____

Leave of absence has/has not been granted to _____ Class: _____

Date From: _____

To: _____

Signature of Principal

Date