**Application for Special Leave of Absence**

Families should refer to the school’s Attendance Policy before requesting Leave of Absence.

By requesting permission for your child to be excused from school, you are agreeing to abide by the decision of the Headteacher. You must provide relevant information and not make travel plans before receiving permission.

**If your request is not agreed, your child must attend school or you may be liable to a fixed penalty notice. In some circumstances you may be jeopardising your child’s place at the school.**

**Absence from school is governed by the Education (Pupil Registration England) Regulations 2006 and as amended in 2010.**

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| **Leave of Absence is requested for** | |  | | | | **Form** |  |
| (Name of student) | | | |
| **Dates from** |  | | | **to** |  | | |
| **Reason for request:** | | | | | | | |
| **Signature of parents/carers:** | | |  | | | | |
| **Date:** | | |  | | | | |