



APPLICATION FOR LEAVE OF ABSENCE

Parents/guardians must ask permission, where the situation is exceptional or urgent, for their child to be absent during term time, and it is at the Head teacher's discretion to decide whether or not the absence will be authorised. If leave is taken without permission, or no application is made, parents risk being issued with a Penalty Notice or being prosecuted by the Local Authority on their return (Anti-Social Behaviour Act 2004).

Normally a student would not be granted more than 10 days of absence in any academic year. Following RBKC regulations, where the child's attendance is below 95% the school should only authorise term time absences in exceptional circumstances.

Parents should be aware that staff are not required to provide alternative programmes of work, or to make alternative arrangements for the sitting of exams/tests, for students who are absent from school through choice.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation where possible, **2 weeks** before the proposed leave.

Name of Student:		Tutor Group:
Address:		
Telephone Number:	Name of Parent/Carer:	
Destination:		
Reason for applying for leave of absence:		
Proposed date of departure:	Return date:	
TOTAL NUMBER OF SCHOOL DAY ABSENCES APPLIED FOR:		
Signature of Parent/Carer		Date:

**Authorised on/...../.....by
Head of Studies:**

Head Teacher: