

APPLICATION FOR STUDENT LEAVE OF ABSENCE

The Education (Pupil Registration) (England) Regulations 2006 make clear that Principals may not grant any leave of absence during term time unless there are exceptional circumstances. Principals should determine the number of school days a child can be away from school if the leave is granted.

The Principal will take into account a student's previous record of attendance when making decisions. It is important to note that the Principal can determine the length of the authorised absence as well as whether absence is authorised at all.

This form should be completed to enable the Principal to decide whether to authorise the application for leave. Authorising leave from the Academy is at the discretion of the Principal. If the leave is taken without the authorisation of the Principal, a Penalty Notice will be issued. Please note that Oasis Academy Silvertown does not grant time to leave unless the circumstances are truly exceptional. Holiday requests during term time will not be authorized.

**THE ACADEMY EXPECTS EVERY STUDENT TO ACHIEVE
98% ATTENDANCE**

Full name of student: _____

Address: _____

Reason for the application: _____

Proposed dates:

From: _____

To: _____

Recommendation of the Senior Attendance Lead

Authorise the Leave

Unauthorise the Leave

Signature: _____

LEAVE OF ABSENCE REPLY

Dear Parent/Carer:

In response to your request for leave of absence for your child(ren):

Leave of absence is:

Agreed

Partially agreed

Not agreed

Comments:

If leave is taken without the authorisation of the Principal, statutory action will be pursued. The Academy may also remove your child from the Academy roll.

Principal: _____ **Signed:** _____ **Date:** _____