



# The Thomas Alleyne Academy



## APPLICATION FOR LEAVE OF ABSENCE

As a parent or carer, you should fill in this form if you need to request a leave of absence to take your child out of school during term time. Schools may authorise a leave of absence during term time only in 'exceptional circumstances' as any absence impacts directly on achievement. Parents or carers should not expect such leave to be granted as of right. Permission will not be given if it is applied for after the leave of absence has taken place.

Normally, a student shall not be granted more than 5 days' leave of absence in any academic year.

After completing the form, please return it to the Headteacher no less than three (3) weeks' before the date when you want the period of absence to start.

The conditions under which a leave of absence may be granted are contained in Reg. 8 of The Education (Pupils Registration) Regulations 1995 and Sections 38-42 of School Attendance, Policy and Practice on Categorisation of Absence 2004.

**I request that ..... (Name of Child) Form: .....**

**Be granted leave of absence from: ..... to .....**

**Reason: .....**

.....

**I will ensure that my son/daughter catches up all missed work.**

**I understand that should my child's attendance subsequently fall below 93% I will need to supply medical evidence in order for the school to authorise any absence.**

**I understand that should my child have 15 unauthorised sessions of absence the school may ask Hertfordshire County Council to issue a Fixed Penalty Notice.**

**Signature of Parent/Carer ..... Date: .....**

Please note that taking your child out of school during term time has a negative effect on their learning. Results will be affected.

Mark Lewis  
**Headteacher**

*Office use only*

No. of days of authorised absence so far this academic year:.....

No. of days unauthorised absence: .....

Granted

Not Granted