



APPLICATION FOR A STUDENT LEAVE OF ABSENCE DURING TERM-TIME

In accordance with new government regulations from September 2013, schools are no longer permitted to authorise any holidays during term time. Holidays therefore, should be taken during school holiday time. **Leave may only be granted in "exceptional circumstances"**.

The form below must be completed by the parent/guardian and returned to Student Services or respective Year Office by the student **at least 4 weeks before** the first date of absence applied for.

Student Name				Tutor Group	
Dates Leave of Absence from school required	From:				
	To:				
	Number of days:				
Reason for absence					

Parent/Guardian Name (BLOCK CAPITALS)			
Parent/Guardian Signature		Date	
Address			
Tel No			

Section for SCHOOL USE ONLY

Parental Notification: Application for a student leave of absence during term time

The above application for a student leave of absence during term time has been considered and the outcome is:

	Outcome <i>Tick one box</i>
Leave of Absence request authorised . A confirmation text message will be sent.	
Leave of Absence request not authorised . Please contact the respective Year Office should you wish to discuss this matter further.	

Staff Signature		Date	
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Parental Notification will be sent to student via Tutor