

### Student Leave of Absence Request

**Taking students out of school has an impact on their education. It is important that students have high attendance. Unauthorised absences from school will result in a £60.00 penalty which must be paid within 21 days. This fine rising to £120.00 if the initial fine is unpaid in 28 days.**

Students may not have leave to attend a family holiday. Leave will only be granted in exceptional circumstances – this may be for example: - the death of a close family member, a once in a lifetime visit for example to Lapland with a very ill sibling. All attendance and absence will be closely monitored in accordance with the Education (Student Registration) England Regulations 2006 amended in 2013.

Name of Student .....

Class .....

I am requesting a Leave of Absence because

Date of Leave Starts .....

Date student Returns .....

Total number of days absent from the Academy .....

Attendance (CPA to complete) .....

Signed .....

Name of Parent/Guardian (Printed Please) .....

23.2.23