



## Application for Leave of Absence in Exceptional Circumstances.

This request forms will be **reviewed** by the **attendance panel**. They make the decision and forward their decision to the Principal and Chair of Governors who **reviews** the decision. The attendance panel will write to you within 28 days of the request on their decision.

Please be aware that this application must be completed **4 weeks in advance of the requested absence**. All requests not made within 4 weeks of the requested absence will be **automatically unauthorised**.

Our Academy is an **independent Academy** and will therefore not be communicating with any other Academy's on our decision. Therefore, if another sibling's holiday have been authorised by another Academy it doesn't automatically mean that the holiday will be authorised by our Academy.

Name of Pupil/Pupils \_\_\_\_\_

Class \_\_\_\_\_

I am applying for permission to take my child/children on leave of absence from the Academy for the following period.

First day of Absence \_\_\_\_\_

Last day of Absence \_\_\_\_\_

Reason for absence :-

Parents Name \_\_\_\_\_ Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

Office use only:-

Paperwork passed to Attendance Panel for checking - \_\_\_\_\_

Decision recorded \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Letter advising the result sent by office \_\_\_\_\_ Signed \_\_\_\_\_