



## Leave of Absence Request

Initial requests for Leave of Absence must be made to the Principal to enable consideration of the request. Please note that every student is expected to be in school every day. Leave of Absence is only ever granted in truly exceptional/emergency situations.

**WARNING:**

Any absence that has not been authorised by the academy may lead to a Penalty Notice or prosecution in the Magistrates Court.

<b>NAME(S) OF STUDENT(S):</b>		Tutor Group:	
		Year Group:	
To be authorised as being absent from school (date)		From:	To:
Number of School Days Absence:			
Date of return to School:			
<b>REASON FOR REQUEST OF ABSENCE DURING TERM TIME:</b>			
<b>I confirm that should the above be agreed by the school, my child will return on the date above.</b>			
Name of Parent/Carer:		Date:	
Completed by:		Parent/Carer	EBA

**FOR SCHOOL USE ONLY**

AUTHORISED		YES	NO
PENALTY NOTICE TO BE ISSUED		YES	NO
Principal:	Mr Ademolake		
Signed:			
Date:			

