



Speen Church of England School

APPLICATION FOR LEAVE OF ABSENCE

Application for Leave of Absence under 'The School Attendance (Pupil Registration) Regulations 2024. Regular attendance of students at school is a legal requirement under Section 7 of the Education Act 1996.

I request permission from the School for my child to be granted leave of absence for the date/s and reason/s given below:

Name of student: _____ Year group _____

Any previous requests this academic year: No / Yes (Dates _____)

Proposed dates of absence: From: _____ To: _____

Exceptional Circumstances

Please give details/attach supporting evidence as to why it is an exceptional circumstance e.g. medical appointment letter

Reasons for request:

Parent's Signature: _____ Date: _____

Print Name: _____

This completed form must be submitted to the Headteacher via the School office before the proposed period of absence. The School will consider your request and will take your child's attendance record into account. If permission is refused, any absence for the above period will be recorded as unauthorised absence and will appear as such on your child's report. Permission will not normally be granted for leave of absence during assessment periods. Parents are asked not to request leave at the beginning of term. Permission for holidays will not be granted in accordance with 'Working together to improve school attendance' Section 38.

Office use only:

Absence authorised/Absence unauthorised

Headteacher signature: _____ Date: _____