



## STUDENT LEAVE OF ABSENCE FROM COLLEGE

**Please note: taking your child out of school during term time is detrimental to your child's educational progress**

Full name of child(ren): \_\_\_\_\_

Address:

Leave requested from \_\_\_\_\_ to \_\_\_\_\_

Total number of college days \_\_\_\_\_

Reason for application:

**I/we have read the information on the reverse of this application and would like to formally request the leave of absence as shown.**

Signature of parent(s)/carer(s) \_\_\_\_\_

**Please note:**

Leave of absence shall not be granted unless –

- (a) An application has been made in advance to the Head of College by a parent/carer.
- (b) The Head of College, or a person authorised by the Head of College considers (following government guidelines) that leave of absence should be granted due to the exceptional circumstances relating to that application.

Your request for leave of absence from college during term time has been considered and has been agreed/not agreed.

Signature of Head of College \_\_\_\_\_



Please note: Retain the original signed and completed forms in school records and ensure a copy is returned to the parent/carer of the student.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show all absence in any academic year does have a negative effect on attainment.

The government advises that any excessive family holiday or any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware an accumulation of unauthorised absences may result in legal proceedings against you.