

Request for a leave of absence

In line with the Trust's SW12 Attendance Policy, only exceptional circumstances warrant a leave of absence.
Please complete this form and submit it to reception at your child's academy.

Academy:				
Name of child(ren):				
Class:				
Dates (inclusive):		From:		To:
Please state the reasons for the request: <i>You may submit a covering letter.</i>				
Name of parent(s) submitting request:				
Signature:				
Date:				

To be completed by the Academy

Request for a leave of absence – Academy response				
Current attendance:				
Authorised:	☐			
Unauthorised:	☐			
If applicable				
Authorised dates (inclusive):	From:		To:	
Sign-off				
Name of member of staff (SLT):				
Signed:				
Date:				
<u>Authorised absence request</u> Any future absence requests are subject to the terms of the letter sent to you at the beginning of the academic year, which clearly states that any absence that is not deemed to be exceptional circumstances will be recorded as an unauthorised absence and your child may reach the national threshold for considering a penalty notice.				
<u>Unauthorised absence request</u> The period of absence you have requested is not deemed to be exceptional circumstances and therefore, if taken, will be coded as unauthorised absence. As outlined in the letter sent to you at the beginning of the academic year, in line with the new DfE National Framework, penalty notices can be used by all schools where one of their pupils reaches the national threshold for considering a penalty notice. The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks.				