



APPLICATION FOR LEAVE OF ABSENCE

(To be completed by the parent with whom the child normally resides)

If you wish to apply for a leave of absence for your child, please complete this form and return it for the attention of the Principal at least 10 school days prior to the intended date of absence. Any applications received within 10 days of the requested absence will **not** be authorised.

Applications for a leave of absence will only be authorised where the pupil's attendance is good (over 95%) and where there are exceptional circumstances why the absence has occurred. Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress and we expect all parents to ensure that their children attend school whenever possible. Thank you.

Please list all pupils (and siblings) for whom this leave of absence is relevant:

Pupil's Full Name:		Form:	For siblings, please name other schools if not Westbourne Academy:
First day of absence:	Date returning to school:	Number of days absent from school:	
Home Address:		Post Code:	
Parent's Signature:		Parent's Name:	

Please give the reason (exceptional circumstances) for this leave of absence, ie why it may not be taken during the normal school holidays.

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For Office Use Only:

Date received:		Exams during time requested:	
Authorised:	YES / NO	No. of school days approved:	
Signed:	Date:		

Unfortunately your leave of absence request has not been authorised because:

The reason given above is not considered to be an exceptional circumstance. (For example cheaper travel costs, financial constraints, availability of accommodation, visiting relatives, attending a festival or concert, last minute decisions to go away or being invited on holiday by a friend/relative.)	
Your child's attendance record is below 95%.	
The absence requested exceeds ten days in a school year.	
The absence occurs during an assessment or public examination period. (See note below.)	
No reason has been given for the exceptional circumstances.	
A maximum of 3 days only is permitted for attending weddings of immediate family members.	

It is unlikely that a leave of absence will be authorised more than once in a pupil's school career. Schools are open for 38 out of 52 weeks a year and we believe that 14 weeks holiday gives sufficient flexibility to avoid taking pupils out of school during term time.

Note: To find out when public examinations occur, please contact the Exams Officer on 01473 466108. Pupils in years 9 and 10 can sometimes take exams in November and January, outside of the normal exam season.