St. Bede's Catholic Academy

Application for Leave

A.	Pupil Details					
Name:			DoB:		Form:	
Address:						
Primary Sibling Link			School They Attend			

B. Leave of Absence Request Details		
Start date of requested leave:		End date:
Return to school date:		No. of days:
What are the <u>exceptional circumstances</u> for your leave of absence request that you wish the school to consider?		
Name of parent / carer (print):		
Signature:		Date:
Name of parent / carer (print):		
Signature:		Date:

Under current regulations a school cannot authorise ANY holidays in term time, unless there are circumstances deemed exceptional by the Head Teacher.

Careful consideration will be given to your application however I must warn you that failure to ensure your child's attendance is an offence under Section 444 of the Education Act 1996 and if reasons for your child's absence from school are not satisfactory then the Local Authority may take legal proceedings against you for your failure to comply with the law and this may result in a Penalty Notice being issued.

If the leave of absence is for a sporting activity could you please provide documentation, i.e. confirmation of acceptance from the event organisers?

C. For School Use			
Current attendance %:			
Previous LOA this academic year:			
Does the LOA request time coincide with SATS / other examination periods:			
Any mitigating / aggravating circumstances (Including any ongoing medical issues):			
Child's current / potential level of attainment?			
Is the LOA approved?:	YES		NO
If **YES** - Number of days to be authorised for this LOA application:			
Signature of Principal/Vice Principal:		Date:	
*Register Code to be used for this LOA:			