



DUKE'S
ALDRIDGE ACADEMY

Application for Student Leave of Absence

**Duke's Aldridge Academy EXPECTS EVERY PUPIL AND STUDENT TO
ACHIEVE AT LEAST 97% ATTENDANCE**

Full name of student:	Tutor Group:
Home address:	
Post Code:	
Reason for absence from school application:	
Proposed Date:	
From: ----- To: -----	
Date of return to school: -----	
Number of school days absent:	
Parent/Carer name:	
Parent/Carer Signature:	Date:

For School Office Use only

Student's Current attendance %			
Number of Sessions absence this academic year	Authorised	Unauthorised	Total

Principal to complete

Principal's authorisation	Y	N
Principal's comments:		

Principal's Signature:	Date:
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The Education (Pupil Registration) (England) Regulations 2006 make clear that Principals may not grant any leave of absence during term time unless there are exceptional circumstances. Principals should determine the number of school days a child can be away from school if the leave is granted.

Exceptional circumstances are defined as:

- Leave for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.
- Leave to visit family members are also not normally granted during term time. Students may however need time to visit seriously ill relatives.
- Leave for important religious observances but only for the ceremony and travelling time, not extended leave. This is intended for one-off situations rather than regular or recurring events.
- Leave which takes the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
- Leave which makes reasonable adjustments for students with special educational needs or disabilities.
- Leave for families who may need time together to recover from trauma or crisis.

The Principal will take into account a student's previous record of attendance when making decisions. It is important to note that the Principal can determine the length of the authorised absence as well as whether absence is authorised at all.

The Principal will also consider each application for term time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence will be granted entirely at the Principal's discretion. **Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence. The Principal may require evidence to support any request for leave of absence.**

This form should be completed to enable the Principal to decide whether to authorise the application for leave. Authorising leave from the academy is at the discretion of the Principal.

If the leave is taken without the authorisation of the Principal, a Penalty Notice may be issued. If issued with a Penalty Notice each parent must pay £80 within 21 days, or £160 within 28 days.