

Leave of Absence Form

This application for leave can only be made by the child's parent/carer and must be made in advance of the absence.

Please note that ten days of absence will reduce your child's attendance by 5%, placing them in the 'cause for concern' category. In addition to this, one week of missed education can result in the difference of one full grade at GCSE level.

PLEASE RETURN THIS FORM TO FREEBROUGH ACADEMY AT LEAST SIX WEEKS BEFORE THE PROPOSED ABSENCE

| NAME (S) of CHILD/CHILDREN | DATE OF BIRTH | YEAR GROUP |
|--|-----------------------|------------|
| | | |
| | | |
| | | |
| DETAILS OF ABSENCE REQUEST | | |
| | | |
| DATE OF ABSENCE (FROM - TO INCLUSIVE) | | |
| | | |
| PARENT / CARER SIGNATURE | DATE REQUESTED | |
| | | |

FOR SCHOOL USE ONLY

| AUTHORISED / UNAUTHORISED | OUTCOME/ACTIONS | | | |
|---------------------------------|-----------------------------|---|---|---|
| | 1 | 2 | 3 | 4 |
| HEAD TEACHER'S SIGNATURE | CURRENT ATTENDANCE % | | | |
| | | | | |

A recent change in legislation does not grant parents an automatic right to take their child out of school for holidays during term time.

If we decline your request and your child is still taken out of school this will be classed as an **unauthorised absence** and this may make you liable for a £60/£120 fine.