



Application for Leave of Absence for Exceptional circumstances ONLY.

Regulation 8 – Education (Pupil Registration) Regulations 1995

Name of School: **Bourton Meadow Academy**

Proposed Dates of Absence From: _____

To: _____

I request permission from the Head of School for my child:

Name: _____ Class: _____

to be granted exceptional leave of absence for the above dates.

Please give full details explaining your reasons for the proposed absence with any additional evidence to support your application for exceptional leave from school- continue overleaf if required: **This must be completed PRIOR to the absence taking place and before any holiday is booked and monies paid.**

Signature of
Parent/Guardian: _____ Date: _____

The Head of School will carefully consider your request and may take your child's attendance record into account. If permission is refused any absence for the above period will be recorded at the end of the school year as unauthorised absence. We aim to respond to any request within 2 working days. For further information please refer to our attendance policy displayed on our website.

If leave is taken without authorisation it will be recorded in the Academy attendance register as an unauthorised absence, which is truancy.

As an outstanding academy, Ofsted judge our attendance as a key measure of our performance and we have always prided ourselves on a very high attendance rate. We urge parents to support our ongoing efforts to maintain our outstanding status and reduce the lost days of education which can affect your child's progress.

For Office use

Academic Year	
No of sessions (half day) school has been open in year to date	
Total number of absences to date	
Number of authorised absences to date	
Number of absences as authorised holiday to date	