



Dear Parent/Carer,

Please complete the form below to request permission for your child to be absent from school. Before completing the form, please read these notes carefully.

In order to maximise individual achievement parents should avoid taking students out of school during term time. Having a good education will help give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.

The school will only consider authorising an absence during term time based on individual need and exceptional circumstances. Please note that in line with government legislation, all holiday taken in term time will be treated as an unauthorised absence and may result in a penalty fine.

While authorised absence may be granted for leave of absence it is entirely the school's decision and not a parental right. Parents should be advised that absence without the consent of the school could result in further legal action.

Please return your completed form to the school Attendance Officer as soon as possible before the date of the intended absence.

Yours faithfully
The Beaconsfield School

APPLICATION FOR LEAVE OF ABSENCE

Student's Name:

Mentor Group:

I wish to apply for my child to be absent from school during the following dates:

From:

To:

Total number of school days missed:

Reason for absence:

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to legal action for irregular school attendance.

Signed by parent/carers..... Date.....

