

**St Michael's EC Middle School**  
**APPLICATION FOR A LEAVE OF ABSENCE FROM SCHOOL**



**Dear Parent/Carer**

Headteachers have no discretion to grant a leave of absence during term time unless there are genuinely exceptional circumstances. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short; 'unavoidable' should be taken to mean an event that could not reasonably be scheduled at another time. It is the parent's responsibility to ensure that the headteacher has all the information in writing to be able to determine whether the request is truly exceptional.

The decision whether to authorise leave, and if so, how much, remains with the headteacher. Parents will be notified of the headteacher's decision at the earliest opportunity. If the leave is not authorised and the leave of absence is still taken, the school will need to refer to the Local Authority who will then make the decision whether to issue a penalty notice as per school policy.

If, after carefully considering all of the above, you still wish to request permission for your child to be absent from school, please complete all of the details below and submit the application with any supporting documents

Kind Regards

Mr. Darren Ayling. Headteacher

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**APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL**

Name of Child/children: \_\_\_\_\_ Class \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Office use only</b>			
No. of authorised days	<input type="text"/>	No. of unauthorised days:	<input type="text"/>
No. of authorised days	<input type="text"/>	No. of unauthorised days:	<input type="text"/>

First day of absence: \_\_\_/\_\_\_/\_\_\_\_\_ Last day of absence: \_\_\_/\_\_\_/\_\_\_\_\_

Total number of days I am requesting on this application is:

I have informed all parents/carers/step parents with parental responsibility of this leave of absence request:

I have other children who attend a WAT school:  Name of school: \_\_\_\_\_

Explanation as to why this absence can only be arranged during term time:

Signed: \_\_\_\_\_ Parent/carers Date: \_\_\_\_\_