



Academy

## REQUEST FOR STUDENT LEAVE OF ABSENCE DURING TERM TIME

Please note that there is no automatic right for students to be granted authorised absences for family holidays. The Ecclesbourne School considers every request for leave in term time carefully and will inform you of our decision in writing. **14 days' notice is required.**

<b>Name of Student:</b>	<b>Form Group</b> _____ <b>Date of Birth:</b> _____
<b>Student Address:</b>  _____	<b>Address of Parent requesting absence (if different):</b>  _____
<b>Leave requested:</b> <b>FROM: (day)</b> _____ <b>(date)</b> _____ <b>TO: (day)</b> _____ <b>(date)</b> _____	
<b>Reason for request for leave during term time:</b>  _____  _____  _____	
<b>Name of Parent/Carer:</b>	
<b>Signature:</b>	<b>Date:</b>

Absences, which have not been agreed, will be marked as unauthorised absences; these may be referred to the Local Authority for consideration of a Penalty Notice or other action.

**For School Use:**

UPN .....

Attendance % .....

Previous Leave this Academic Year:    Yes/No \*

Arrange to meet with parent/carers    Yes/No \*

\* delete as appropriate

**Authorised / UNauthorised\***

\* delete as appropriate

**Head of Lower / Upper School / Sixth Form**

Signature .....