



The Pingle Academy

A place for everyone
RESPECT | ENGAGE | SUCCEED

APPLICATION BY PARENT FOR CHILD'S LEAVE OF ABSENCE FROM THE ACADEMY

Since 1 September 2013 schools and Academies have not been able to authorise leave of absence for holidays in term time. The Statutory Instrument 2013 no. 56 makes clear that Principals may not grant any leave of absence during term time unless there are exceptional circumstances. This has since been reinforced by new regulations which came into effect on 1 September 2017.

Exceptional circumstances could include:

- i) Participation in approved public performance.
- ii) Interview for job/college.
- iii) Exceptional family reasons, e.g. hospital; funeral of close relative.

Leave for exceptional circumstances will only be granted where:

- 1. The activity cannot take place out of Academy time.
- 2. The absence will not jeopardise the child's education.
- 3. It is essential for the child's overall welfare.

This form should be sent to the Principal at least two weeks before the proposed absence.

Child's name: _____ **Form group:** _____

Address: _____

_____ **Post code:** _____

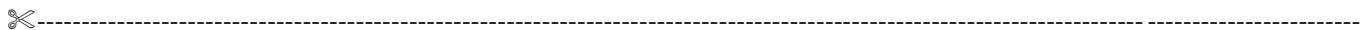
I wish to apply for my child to be absent from the Academy from: _____ to: _____

Please provide details of exceptional circumstances requiring this absence:

I confirm that the above activity is essential and cannot take place outside of Academy time.

Signed: _____ parent/carer **Date:** _____

Parent/carer name: *(please print)* _____



AUTHORISATION FOR LEAVE OF ABSENCE FROM THE ACADEMY

Child's name: _____ **Form group:** _____

Date of absence: **from:** _____ **to:** _____

I hereby give approval for absence from the Academy as noted above.

Principal's signature: _____ **Date:** _____