

## Appendix 2: Leave of Absence Request

# Langley Grammar School



## Student Leave of Absence Request

Under education law, parents do **not** have an automatic right to take their children out of school during term time. Parent/Carers who wish to request leave during term time for their child must do so in advance by completing this Leave of Absence Request form. Leave of absence should normally be requested **at least two weeks** in advance.

The school holiday dates are published a year in advance and we strongly advise parent/carers to book their family holidays during those times. Requests for leave of absence for family holidays, in line with government guidelines, will normally not be authorised.

Any short notice request for Leave of Absence must be accompanied by proof of the purchase date of travel documents before an appropriate decision can be made.

The parent/carer will be advised of Langley Grammar School's decision in writing. **The Headteacher's decision is final.** If the Leave of Absence Request is denied and the student is absent during the requested period the parent carer may be liable to receive a fixed penalty notice from the Local Authority.

<b>Student Name</b>		<b>Form Group</b>	
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<b>Absence Dates</b>			
<b>From</b>		<b>To:</b>	
<b>Date of student's return to school:</b>			
<b>Number of school days involved:</b>			

<b>Reason for Absence</b>			
<i>Please include an explanation as to why this absence has to be taken in term time</i>			
<i>Any short notice requests for Leave of Absence must be accompanied by <b>proof of the purchase date</b> of travel documents before an appropriate decision can be made.</i>			
<b>Parent/carer name</b>			
<b>Signature</b>		<b>Date:</b>	

**Please return this form to Student Support for consideration.**

<b>For school use only</b>					
<b>Request received</b>		<b>Approved</b>	<b>YES / NO</b>	<b>Decision sent:</b>	