

# Leave of Absence Holiday Request Form



**ANSFORD ACADEMY**  
LEARNING TOGETHER TO LEAD OUR LIVES

## Key Information

This form must be returned to the School Office at least **FOUR** weeks before the start of the leave requested. If you have any queries, please contact Leanne Sweetlove, Pastoral Support Leader and Deputy Designated Safeguarding Lead, via email [leanne.sweetlove@ansford.net](mailto:leanne.sweetlove@ansford.net)

With effect from 1 st April 2019, parents will no longer be able to apply for leave of absence for their children for the purpose of a family holiday during term time. The new regulations state that leave of absence during term time may only be granted by the Headteacher if there are exceptional circumstances. Where exceptional circumstances are to be considered, relevant evidence e.g. from an employer will need to be provided. *Please refer to the Academy's Attendance Policy which is available on our school website.*

If your request for leave is refused and your child is still taken out of school, this will be recorded as an unauthorised absence and noted on your child's attendance record. This may result in a Fixed Term Penalty Notice.

## Dates of Absence (inclusive)

From

To

## Details of Absence

Reason

Location

Relevant Supporting Evidence	
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**Student Details (Please list all students individually)**

Name	Registration Group
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Parent or Carer Signature	Date
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**Response to Request**

<p><b>Your request has been authorised</b> for a holiday in term time on the basis that there are exceptional and compelling circumstances which should take place during term time. Should the holiday be extended for any reason the extension will be regarded as an unauthorised absence.</p> <ul style="list-style-type: none"> <li>• Where forces personnel are on leave from a foreign posting</li> <li>• Where parents have significant employment restrictions.</li> <li>• Where significant family events and circumstances occur such as bereavement.</li> </ul>	
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<p><b>Unfortunately, it has not been possible to authorise your request</b> for a holiday in term time because the reason is not within the permissible criteria.</p>	
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Headteacher Signature	Date
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