



# Leave of Absence Request Form

A student **may** be granted Leave of Absence to enable him/her to go away on holiday only in exceptional circumstances where:

- (a) an application has been made **in advance** to the Director of Sixth Form by a parent with whom the student normally resides

**and**

- (b) the Principal and Director of Sixth Form considers that Leave of Absence should be granted due to the **special circumstances** relating to that application.

It is very rare that a student is granted holidays in term-time. Government legislation, effective from September 2013, prevents Headteachers from granting any leave of absence during term-time holidays except in **very exceptional circumstances**. Please ensure you are granted Leave of Absence **before** you book your holiday or tickets.

When considering a request for leave of absence Tollbar MAT Sixth Form College may take into account:

- the amount of time requested;
- the age of the student;
- the student's general absence/attendance record;
- the proximity of public examinations;
- the length of the proposed leave;
- the student's ability to catch up the work;
- the student's educational needs / attainment compared with potential
- general welfare of the student;
- the circumstances of the leave;
- the purpose of the leave;
- the frequency of the activity;
- when the request was made.

If a request, or any part of it is refused, and the student does not attend Tollbar MAT Sixth Form College, or if days in excess of granted leave are taken, that absence will be **UNAUTHORISED**.

**Leave of Absence may only be granted by the Principal and the Director of Sixth Form**

Please submit at least **two weeks** before required absence.

**PERSONAL DETAILS**

**Surname**

**First Names**

**Address**

House Number,  
Street and Town

**Home Phone**

**Postcode**

**Mobile Phone**

**REQUEST DETAILS**

I would like to request Leave of Absence for my son/daughter...

...from  /  /  to  /  /  inclusive.

Please detail the **exceptional reason** for requesting a Leave of Absence during term time.

Please list any siblings and the school they attend for whom you are also requesting Leave of Absence.

Name	Current School

**DECLARATION**

I have read the accompanying letter and understand the impact that this Leave of Absence request will have upon my son/daughter.

**Name of Parent/Carer**

**Signed**

**Date**

 /  /