

# Branston Junior Academy: Application for Pupil Leave of Absence (LoA)

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| **Pupil Name** | **Class** |
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I would like to request a leave of absence from school, for the child(ren) detailed above, for the following period:

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note, Headteachers are unable to grant any leave of absence unless there are exceptional circumstances. We understand that some employers may restrict when holidays can be taken, and that travel costs can vary significantly throughout the year. However, **neither of these factors constitutes an exceptional circumstance**, according to guidance from the Department for Education, [**Working together to improve school attendance (applies from 19 August 2024)**](https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf) and [**Resources for families | Children's Commissioner for England**](https://www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/) and therefore cannot be considered, as a valid reason for authorising term-time leave.

Parents are also not permitted to remove their children from school during term time for a family holiday and if they do, any such absence will be registered as unauthorised.

Please provide details explaining your request for a pupil leave of absence:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:

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***For School Use:***

*Current attendance of pupil(s): \_\_\_\_\_\_%*

*Attendance Code to be used for this LoA request:*

*Any further actions to be taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signed: \_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_*