



Application for Exceptional Leave

This form is to be completed by the parent or guardian. It should be presented at the Academy a minimum of **15 SCHOOL DAYS BEFORE** the period of absence is due to commence. Once a decision has been made, the Attendance Officer will contact you.

Education Act 1996

“Parents of a child of compulsory school age are under a legal duty to ensure the regular attendance of that child in school where she/he is registered.”

Government guidance

“You can be fined for taking your child on holiday during term time without the school’s permission.”
(www.direct.gov.uk)

Student’s name: _____

Form Group: _____

Dear Ms Jordan,

I request permission for the child named above to be absent from Kensington Aldridge Academy on the dates below:

From: ____ / ____ / ____

To: ____ / ____ / ____

Number of school days absent: _____

Detailed explanation for absence request:

Signed: _____ Parent / Carer

Date: _____

Government guidance

“While absence may be granted for a holiday during term time, it is entirely the school’s decision and is not a parental right.” (www.direct.gov.uk)