



## 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](http://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: \_\_\_\_\_

Supporting evidence provided \_\_\_\_\_

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](http://www.direct.gov.uk))