

## Cedars Academy Leave of Absence Request Form

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This form must be submitted at least two weeks before the date of the planned absence.

The Department for Education's Pupil Registration Regulations make it clear to headteachers that they should not grant leave of absence during term time unless there are "exceptional circumstances".

Requests will be considered on an individual basis taking into account your child's special education needs, attendance and progress. Please read 'Leave of Absence for Pupils in Term-time' to help you complete this form.

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**Name of Pupil(s):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

I am requesting authorisation to take my child/ren (as named above) out of school for the following period:

**From** (first day of absence): \_\_\_\_\_

**To** (date due back in school): \_\_\_\_\_

**Exceptional Circumstances for Leave of Absence:**

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### Declaration

*I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should my child take a leave of absence without the prior authorisation of the Head teacher.*

Name of Parent/Carer: \_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to the school office

AUTHORISED BY SCHOOL: YES/NO

Authorising Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_