

### Application for Exceptional Leave

This form is to be completed by the parent / carer. It should be presented at the Academy a minimum of **20 SCHOOL DAYS BEFORE** the leave period is due to commence.

#### 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

"It's strongly advised that you should not take your child out of school for family holidays during term time."  
([www.direct.gov.uk](http://www.direct.gov.uk))

Student's name: \_\_\_\_\_ Coaching group: \_\_\_\_\_

Dear Mr Williams

I request permission for the above named child to be absent from Chelsea Academy on the dates shown below.

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

Number of Academy days absent: \_\_\_\_\_

Detailed explanation for absence request:

Parent(s) / carer(s) name: \_\_\_\_\_ Signed: \_\_\_\_\_

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))

**Principal: Mr M Williams**

**Decision of the Principal**

Student's name: \_\_\_\_\_ Coaching group: \_\_\_\_\_

Current Attendance Level: \_\_\_\_\_

Previous Requests for Exceptional Leave: \_\_\_\_\_ Authorised ☐ Unauthorised ☐

Your child has taken \_\_\_\_ day(s) unauthorised absence this academic year (exclusive of the above)

Your child has taken \_\_\_\_ day(s) authorised absence this academic year (exclusive of the above)

☐ **The period of absence has been granted and is therefore authorised**

☐ **The period of absence has NOT been granted and is therefore unauthorised. If your child is absent from Chelsea Academy during this period, the absence will be reported to the Education Welfare Service.**

Principal's comments:

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

Mr M Williams  
Principal

**Where a period of absence is authorised by the Principal, if the child does not return on the agreed date there is a risk that they could be removed from roll. This will depend on an assessment of the individual circumstances by the Academy and Education Welfare Service.**

**Principal: Mr M Williams**