

Section A: Child's Details					
<div>All sections must be fully completed – Please complete a separate Leave of Absence Request for each child</div>					
Child's Name				Date of Birth	
Child's Address					
Section B: Reason for Leave of Absence – THIS MUST BE COMPLETED					
I would like to request a Leave of Absence for the above-named child:					
First date of Absence from school				Last date of Absence from school	
<div>Head Teachers can only authorise a Leave of Absence Request if they consider that the detail and information you provide is an exceptional circumstance. You MUST provide all the details and information you would want the Head Teacher to consider in deciding if your request can be granted.</div>					
<div>By signing this application, I understand and agree the following:</div> <div><div>1. I am a Parent/Carer with whom the child ‘normally resides’.</div><div>2. I understand it is the Head Teacher’s decision as to what is and what is not an “exceptional circumstance” and I should discuss any questions I have regarding the decision made by the Head Teacher prior to the absence starting.</div></div>					

Parent/Carer Applicant PRINT NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	
Parent/Carer Applicant SIGNATURE		Date	
Relationship to pupil		Parent / Carer Telephone No.	
		Parent / Carer Mobile Tel No.	

Please submit requests for leave at least **two weeks** in advance to allow time for catch up plans to be arranged between your child and their subject teachers

Sandwell Academy Sixth Form
Leave of Absence Request

Outcome – SCHOOL USE ONLY

Date LOA received		Date applicant advised of outcome	
How applicant was advised of outcome (e.g. verbally, telephone, email, meeting)			
Agreed / Declined by Head Teacher		Date	Signature of Head Teacher
Head of Year informed			Head of Year signature

