



**APPLICATION FOR LEAVE OF ABSENCE**

Please note that there is no automatic right for students to be granted authorised absence for family holidays. Ormiston Sandwell Community Academy considers every request for holiday leave in relation to the individual student's attendance and educational attainment.

**Regular attendance is an important factor in your child's performance at the academy. Please think carefully before deciding to request leave of absence**

Name of Student	<input type="text"/>	Date of Birth	<input type="text"/>
		Tutor Group	<input type="text"/>

Address

Holiday requested – from  (date) to  (date)

Reason for term time holiday request

Name of Parent/Carer

Signature  Date

**This is an example of the number of lessons your child will miss. Remember these will not be repeated.**

- 1 days absence = 5 lessons missed
- 3 days absence = 15 lessons missed
- 1 weeks absence = 25 lessons missed
- 2 weeks absence = 50 lessons missed

**The Academy does not have to agree to a holiday during term time, although we have the power to do so. If we agree, it is important that your child comes back to the Academy promptly on the agreed date. If a student fails to return on the agreed date and the Academy is not informed of the reason we may remove your child's name from the Academy roll. Try not to ask for absence when your child is preparing for exams and important tests. We can advise you of these dates. Holiday absences which have not been agreed will be marked as unauthorised absences; these may be referred to the local authority for consideration of a penalty notice or other action**

**For Academy use:**

Attendance %

Request authorised Yes/No

**Signed \_\_\_\_\_ Principal**