



Believe, Achieve, Succeed

APPLICATION FOR STUDENT LEAVE OF ABSENCE

Authorising leave from the Academy is at the discretion of the Principal. Leave of Absence will not be authorised except in exceptional circumstances.

The Principal will consider the following points before authorising leave:

- Attendance history; leave will not normally be agreed if the attendance statistic is below 95%
- The student's stage of education
- The time of year
- The nature of the trip, (an exceptional experience)
- The number of academy days missed

Full name of student:

Address:

Reason for the application:

Proposed dates:

From: _____ **To:** _____

LEAVE OF ABSENCE REPLY

Dear Parent/Carer:

In response to your request for leave of absence for your child(ren):

Leave of absence is:

Agreed

Partially agreed

Not agreed

Comments:

If leave is taken without the authorisation of the Principal, statutory action may be pursued. The Academy Principal may also remove your child from the Academy roll.

Principal

Signed: _____

Date: _____

Copy to:

Attendance Officer

Student File

**OASIS ACADEMY WINTRINGHAM EXPECTS EVERY STUDENT TO ACHIEVE
95% ATTENDANCE - DO NOT ALLOW YOUR CHILD TO MISS OUT**