

Application for Leave of Absence and Family Holiday.

The Government has made amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into force on 1st September 2013. These state that Principals may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances. As a consequence of these changes we will no longer be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional. Leave of absence taken without authorisation may be referred to the Attendance and Inclusion Officer which could result in prosecution proceedings or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate notice would be issued to each adult for one child.

Name of Pupil	Year Group
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Name of both Parents/Carers

Mr	Mrs/Ms/Miss
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Address:

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I/We wish to apply for our child/ren to be absent from Pathways Academy for **EXCEPTIONAL CIRCUMSTANCES**.

From:	to	Total no of days:
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Please supply in as much detail as possible the reason for your request and why you feel it an exceptional circumstance: Continue overleaf if required

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Please list below other children also applying for the same exceptional absence who currently attend a different Academy/School.

Name of Child.	Academy/School

Signed: (by both adults attending the holiday if applicable)

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Date.....
 Date.....

THIS FORM SHOULD BE SUBMITTED TO THE PRINCIPAL AT LEAST THREE WEEKS BEFORE THE DATE OF REQUESTED LEAVE.

PATHWAYS ACADEMY, RAISEN HALL ROAD, SHEFFIELD, S5 7NA

Tel: 01142 310044 Fax: 0114 2495615

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